



Job Description

Facilities Maintenance Technician II

Department: Public Works

Work Location: Town Hall

Summary: The Facilities Maintenance Technician II shall be responsible for maintaining the real property of the Town of James Island, including Town Hall, James Island Arts and Cultural Center, and three parks, in addition to any other buildings or properties the Town may acquire. An ideal candidate for this position will have an understanding of general repairs and knowledge of construction and repair trades to either perform work on their own or identify the needed special trades to perform the job at hand. This position is responsible for keeping up with routine maintenance schedules and ongoing contracts, as well as pricing and seeking quotes for repairs, scheduled maintenance, and supplies. An ability to work well with both office and field personnel, residents, and elected officials, ultimately being a respectable representative of the Town of James Island. Ability to work independently or as a team.

Education and Training: High School Diploma or equivalent, technical or trades certification preferred, valid SC driver's license (or ability to obtain), knowledge of hand and power tools, must be able to operate powered equipment. Prior facilities maintenance experience preferred. Ability to work with Microsoft Word, excel, and Outlook applications.

Primary Responsibilities:

- Groundskeeping and upkeep of Town property;
- Removal of trash and debris at Town properties and facilities;
- Facility maintenance, including but not limited to: general repairs and troubleshooting equipment failures, upkeep and cleaning exteriors of buildings, maintain interior of facilities such as changing air filters, replacing light bulbs, coordinating needed special trade for repairs, painting, cleanup, pressure washing, etc.
- Set up event spaces with temporary furniture or fixtures;
- Park and dock maintenance;
- Pet waste station installation and maintenance;
- Maintaining facility inventory of supplies and ordering as needed;
- Track, schedule, and troubleshoot regular maintenance and repair of Town vehicles and equipment;
- Required to assist with emergency operations as needed and able; training will be provided;
- Assist other Public Works personnel and projects as needed.

Safety and Physical Demands: This position requires the ability to lift at least 50 pounds, be able to set up event spaces with temporary furniture or fixtures and be able to work outdoors as well as indoors. Standing, bending, stooping, sitting.

Staff are expected to act and work in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At all times working safely is a condition of employment. This position requires the use of certain personal protective equipment and follows applicable OSHA regulations for the job and tasks assigned.