



CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Facilities Technician
Department:	Public Projects & Facilities
Class Code:	3120
Salary Grade:	G08
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to provide maintenance and repair of all Town facilities and properties to ensure safe, well maintained, and pleasant conditions. The work is performed under the supervision and direction of the Assistant Facilities Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Assistant Facilities Manager, other Town management and personnel, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Performs carpentry and painting repairs; performs plumbing and electrical repairs; performs janitorial maintenance tasks; repairs and replaces public roadway signs; inspects public roadways and parks for litter; prunes foliage; trims weeds; mows grass; maintains pathways;
- Maintains proper parking conditions in accordance with Town ordinances, to include issuing violation citations and towing offenders as required;
- Supervises contractors involved in the maintenance of Town properties and facilities to ensure properties are maintained according to Town specifications, including meeting monthly with contractors to review work performance, and keeping supervisors informed of any potential or existing problems as required;
- Monitors beach operations, to include monitoring janitorial and litter control services, scheduling and monitoring contractor progress and completion of beach parks projects, and arranging for additional services as dictated by large crowds and adverse weather conditions;
- Addresses beach patron issues, to include investigating complaints regarding parking districts, parking lots and document finding, recommending and implementing course of action to ensure an expedient and satisfactory resolution;
- Assists with daily collection of revenue from parking lots and meters; provides assistance in the collection and depositing of Town funds;
- Assists with the Town's recycling program, including picking up recycling bins from Town offices, delivering recyclables to designated collection sites, and maintaining complete and accurate logs of collection activities;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of electro-mechanical, electrical, plumbing, and carpentry maintenance and repair methods and techniques;
- Knowledge of basic principles and practices of construction, maintenance, and repair activities specific to the maintenance and repair of Town properties and facilities;
- Knowledge of the safe and practical use of pesticides, cleaning chemicals, and other toxic or hazardous chemicals that may be used in the process of completing assigned duties;
- Knowledge of basic safety principles and practices of maintenance and repair activities;
- Knowledge of related Federal, State, and local ordinances and regulations related to operation, construction, and maintenance work;
- Knowledge of the maintenance and safe and proper operation of basic hand tools, power tools and other related tools and equipment;
- Knowledge of daily operations of all beach parks;
- Knowledge of Town ordinances governing the beach and all beach parks;
- Knowledge of parking enforcement procedures, parking districts, and towing procedures;
- Knowledge of maintenance and landscaping practices for beach park properties;
- Ability to ensure safe, clean, and pleasant beach parks for park patrons;
- Ability to perform basic mathematical computations necessary to perform any or all required duties specific to work assignment;
- Ability to identify work hazards or liabilities that may be encountered in the course of performing work duties;
- Ability to complete work duties in a timely and efficient manner;
- Ability to efficiently operate related light and medium duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to prepare and present accurate and reliable information reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- High School Diploma or GED; and
- Some maintenance or construction experience; and
- Some customer service or security experience; and
- Some park maintenance experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work;
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

The principal duties of this class are performed at a variety of Town properties and facilities, are subject to a variety of weather conditions and terrains, include varied work schedules, and require the following essential physical abilities:

- Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized;
- Crawling: Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending leg and spine;
- Crouching: Bending the body downward and forward by bending leg and spine;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Kneeling: Bending legs at knee to come to a rest on knee or knees;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Talking 2: Shouting in order to be heard above ambient noise level;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.