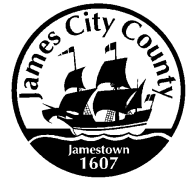


TITLE: Facilities Specialist II/**Position No.** 274



DEPARTMENT/DIVISION: General Services/Facilities Management

SUPERVISED BY: Facilities Superintendent

NATURE OF WORK:

- Performs responsible, skilled craft work performing maintenance, repair, and modifications/renovation of County buildings to include necessary plumbing, carpentry, and various maintenance repairs.

PRIMARY DUTIES:

- Works independently planning and performing minor construction and renovation projects for County buildings, structures, and equipment.
- Performs carpentry and maintenance repairs to roofing systems, walls, windows, and locks.
- Performs moderate plumbing repairs to facilities and infrastructure.
- Performs administrative tasks such as work orders and invoice tracking.
- Other duties as assigned.

JOB PREPARATION NEEDED:

- Valid Virginia driver's license and acceptable driving record based on James City County's criteria.
- Must possess a CDL or have the ability to obtain within six months of hire.
- Considerable knowledge of safe and effective use of hand and power tools and other equipment.
- Any equivalent combination of: high school diploma or equivalent; four years of related work experience in carpentry, electrical, and plumbing trades; prefer vocational, technical, or trade school training in carpentry or related building trades.

POST-OFFER REQUIREMENTS:

- Physical
- Criminal history/sex offender check
- Drug screening
- Driving record check

POST-HIRE REQUIREMENTS:

- Periodic driving record check

INTRODUCTORY PERIOD: 6 months

JOB LOCATION AND CONDITIONS:

- Required to be on-call on a rotating basis and to respond to emergency calls at all hours.
- Duties performed primarily indoors and outdoors at various County facilities.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to report at a different time and location and to perform different duties as necessary.
- Performs work safely in accordance with County safety policies and procedures and specific departmental safety procedures.
- Performs work and operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, ability to make decisions in accordance with established procedures and policies, and to reason and make judgments.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard, communicate with general public, communicate with vendors, and communicate with supervisors, and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. SPATIAL ABILITIES:

- Not essential to job function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use radio/console, use a calculator, use a copy machine, use a fax machine, manipulate computer keyboard and mouse, use power tools, and use hand tools.

VI. FINGER DEXTERITY:

- Must have ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: assembling furniture, equipment, and maintenance tasks.

VII. PHYSICAL DEMANDS:

- Strength: Must have ability to frequently lift 50+ lbs., frequently push/pull 25-50 lbs., and occasionally hold/carry 25-50 lbs. Must be able to manipulate from ground to waist, from waist to shoulder, above shoulder, and from waist level.
- Climbing: Must have ability to climb 8' to 10' step ladder, step stool, extension ladder, 21' A-frame roof hatch ladders, 1 flight of stairs, and 3-4 steps.
- Standing, sitting, walking, running: Must have ability to: continuously (7-9 hours/day) stand, continuously (7-9 hours/day) walk. Must have ability to walk on flat terrains. Sitting and running is not essential to the job.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 20-50 times/day.

- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 20-50 times/ day.
- Seeing: Must have ability to perceive or comprehend by the sense of light. Necessary characteristics include focus (distinctness or clarity), night vision, color perception (discriminate between colors), depth perception (determine distance relationships between objects).

VIII. DRIVING:

- Must have the ability to transfer or convey in a vehicle. Must have ability to drive automatic transmission car, van, and small truck.

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