



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**Position Title:** Building Maintenance Technician

**Date Opened:** 04/24/2017

**Department:** Parks & Recreation

**Hiring Range:** \$13.31 - \$19.96

Summary/Objective: Under the direction of the Building Maintenance Supervisor, performs duties necessary to support the Building Maintenance Division to ensure the proper repair, inspection and maintenance of buildings and facilities, and providing for a safe and aesthetically pleasing environment. Responsible for the aesthetic appearance of the exterior of the buildings and facilities through preventative predictive maintenance.

**Essential Functions:**

Performs duties necessary to support the Building Maintenance Division to ensure the proper repair, inspection and maintenance of buildings and facilities, and providing for a safe and aesthetically please environment. Responsible for the aesthetic appearance of the exterior of the buildings and facilities through preventative predictive maintenance. Duties include, but not limited to carpentry, HVAC and painting.

Performs duties to ensure the proper cleanliness, orderliness and general maintenance of buildings, facilities and grounds. Vacuuming, waxing, mopping and sweeping floors; cleaning and disinfecting toilets and sinks; and shampooing and/or steam cleaning carpets and rugs.

Performs duties necessary to support and prepare for City-wide events through constructing and/or deconstructing of fencing, barricades, chairs and stages, as well as “set-up” and “tear-down” tasks.

Responsible for safely using and proper care and maintenance of all tools and equipment necessary to complete projects, assignments and/or tasks.

Performs additional duties as assigned.

### Our Mission

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics

**Requirements:**

Must possess a valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

Ability to obtain a class CDL within twelve (12) months of hire.

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