

The City of Forsyth is accepting applications with resumes for Facilities Management position. This is a new position, so the successful candidate will be required to establish the position and department. Qualified applicants may download an application at www.cityofforsyth.net. Applications with resumes should be submitted to Janice Hall via hand delivery at 68 N. Lee Street or via email to jhall@cityofforsyth.com or mailed to City of Forsyth, PO Box 1447, Forsyth Ga 31029. The City of Forsyth is an EOE and a Drug Free workplace. Salary is dependent upon qualifications and experience.

SUMMARY:

The purpose of this position is to monitor and oversee the maintenance of all city buildings and facilities to ensure these are safely and efficiently operated and to make or arrange for any needed repairs.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs preventive maintenance on HVAC and lighting systems for all buildings and facilities. Also inspects and oversees mechanical systems and equipment, HVAC, security, lighting, generators, plumbing systems, and carpentry work.
- Performs routine electrical work; installs and replaces light fixtures, ballasts and fluorescent lighting; checks breakers, plus, switches, fixtures and wires for appropriate operations and coordinates major repairs or replacements of electrical systems.
- Performs plumbing operations necessary to install, remove or repair toilets, sinks and other related equipment.
- Plans, coordinates, and performs routine or repair projects.
- Repairs and replaces windows, doors, locks, and other door closures.
- Performs light carpentry work.
- Locks and unlocks assigned buildings; secures buildings when facilities are not in use checking for unlocked doors and windows; reports any unauthorized occupants; turns off lights.
- Ensures proper scheduling of set up and take down when City buildings or facilities are rented. Performs checklist with renter to ensure any damage to building or facility is noted and check buildings or facilities after event for any damage.
- Oversees the care and maintenance of landscaping at all City buildings and facilities.
- Participates in the preparation and administration of the buildings maintenance budget; submits budget recommendations and monitors expenditures.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building repair and maintenance; ability to gain any necessary training needed for routine maintenance of HVAC, lighting, security, generators, and plumbing.
- Knowledge of and ability to safely operate power tools and equipment.
- Ability to read and comprehend simple instructions; write simple correspondence; present information in one-on-one situations with supervisor or co-workers.
- Ability to perform general math functions.
- Ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Knowledge of basic computer skills and ability to create spreadsheets for rotation of HVAC filters, routine inspections on all buildings, facilities, and equipment.
- Knowledge of best management practices for work related to landscaping.
- Ability to communicate effectively with other City personnel.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Facilities Management personnel shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The incumbent must possess a valid Georgia Driver's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

Facilities Management personnel may be required to travel to meetings held throughout the state in order to receive certifications deemed necessary for performance of job duties.

GUIDELINES:

Facilities Management personnel utilizes regulations and data set forth in accordance with the City of Forsyth Personnel Manual, City Council guidelines, and applicable federal, state, and local laws. Must pass a pre-employment drug test, as well as random drug testing.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read, interpret, and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to direct the work of others.

MATHEMATICAL SKILLS:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public and other City employees.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily outdoors where the employee may be exposed to a wide variety of elements. Some tasks may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substance. Weekend, holiday and after-hours work are sometimes required, as well as after-hours response and emergencies.