



## Job Description

### Facilities Maintenance Tech

Department: Public Works/Facilities

Work Location: Town Hall

We're looking for a detail-oriented and reliable individual with a strong technical background in facility and equipment maintenance. Excellent problem-solving skills and the ability to work effectively with a team are essential in maintaining the real property of the Town of James Island, including Town Hall, and four (4) parks, in addition to any other buildings or properties the Town may acquire. The ideal candidate is motivated by making a visible impact on their community and enjoys a variety of hands-on work.

#### Primary Responsibilities:

- Grass cutting, groundskeeping, upkeep, and trash removal at Town properties and facilities.
- General facility maintenance, including repairs, equipment troubleshooting, cleaning, interior upkeep (e.g., air filters, light bulbs), and coordination with specialized trades as needed.
- Park, dock, and pet waste station maintenance.
- Setup of event spaces with temporary furniture or fixtures.
- Management of facility inventory and ordering of supplies.
- Tracking, scheduling, and troubleshooting maintenance and repairs for Town vehicles and equipment.
- Performing routine maintenance schedules and ongoing contracts.
- Assistance with emergency operations and other Public Works projects as needed (training provided).

#### Qualifications

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 contractor to perform the job at hand. An ability to work independently or as a team, cooperate with both office and field personnel, residents, and elected officials, ultimately being a respectable representative of the Town of James Island.

- High School Diploma or equivalent,
- Technical or trades certification preferred,
- Valid SC driver's license (or ability to obtain),
- CDL license a plus
- 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.

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.