



**TOOMBS COUNTY COMMISSIONERS**  
**P.O. BOX 112**  
**LYONS GA 30436**  
**912-526-3311 (office)**



**POSITION TITLE:** Building Maintenance

**DEPARTMENT:** Public Building Upkeep

**REPORTS TO:** County Manager and Human Resource Manager

**PRIMARY RESPONSIBILITY:**

Provide excellent service, pursues a proactive approach and exceeds expectations.

**POSITION SUMMARY:**

This position will perform regular and preventive maintenance on buildings, equipment, and grounds owned by Toombs County to ensure a safe and clean environment for citizens, visitors, and fellow employees.

**POSITION DUTIES:**

- Ability to repair, replace and upgrade faulty plumbing fixtures and systems (sinks, toilets, faucets, drain lines, water lines, water heaters, valves, etc.)
- Ability to repair, replace and upgrade faulty or outdated electrical devices and systems (switches, receptacles, light fixtures, light ballasts, breakers, disconnects, relays, wiring, isolating faults for safe removal and replacement)
- Ability to diagnose issues with HVAC systems and perform minor repairs.
- Possess an extensive knowledge and understanding of all physical components which make up the construction of a building to effectively perform repairs and maintenance of any kind.
- Clean and maintain county facilities including sidewalks, entrances, parking lots, and parks.
- Landscaping inspections and maintenance including litter clean up, mowing, edging, weeding, and trimming as necessary.
- Maintain tools, equipment, and work and storage areas in a clean and organized condition.
- Keep van clean and adequately stocked with tools and supplies.
- Maintain records or repairs and preventative maintenance performed on facilities.
- Respond to repairs and maintenance requests in a timely fashion.
- **Perform other duties as assigned.**

**QUALIFICATIONS:**

- Possess strong interpersonal skills and ability to meet specific needs.
- Communication skills (both written and verbal)
- Handles the physical demand of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 50 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odor, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electrical current, and bright/dim lights.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED.
- EPA 608 Universal Certification (Preferred)
- At least three years of building maintenance, construction, plumbing, or electrician experience is strongly preferred.
- Valid Driver's License
- Acceptable MVR Report.

**COMPENSATION:**

- Commensurate with experience
- Employee Health Insurance 100% provided
- Participation in the Toombs County Defined Benefit Retirement Plan once participation requirements are met
- 11 paid Holidays after six months.

This position will be under a one year probationary period.

Applications may be obtained from Toombs County Commissioners Office.

Please submit a completed application and resume to Celina Vazquez, Human Resources:

Toombs County Board of Commissioners, 100 Courthouse Square, Suite 150, Lyons, Georgia 30436 or via email to [toombscountyhr@gmail.com](mailto:toombscountyhr@gmail.com)

Toombs County is a Drug Free Workplace and an Equal Employment Opportunity Employer. Successful candidate must pass a criminal background check and drug screen test.