



MIKE FASANO

Job Description

TAX COLLECTOR/PASCO COUNTY/FLORIDA
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

JOB TITLE: Maintenance Associate / Support Services Specialist

GENERAL DESCRIPTION

General work involving maintenance, handy-person, driving agency vehicles, assistance as needed in Support Services and special projects as assigned.

DUTIES

Ability to perform the following, with or without an accommodation under the ADA:

- Assists with projects requiring construction or repairs. Must be proficient in areas, like patching drywall, touch up painting, hanging signs, and making minor repairs throughout our offices both inside and outside. Knowledge of basic electrical would be a plus.
- May operate agency vehicles and make deliveries or pick-ups as required (Courier –back-up).
- Provide excellent customer service to internal and external customers.
- Assist in maintaining a clean and orderly workplace/office - stockroom maintenance, loading and unloading deliveries, etc.
- Perform other duties as needed in the Support Services Department.
- Perform related work as required.
- General outdoor maintenance to include some landscaping, mowing, weeding, mulching, general cleaning and pressure washing.
- Establish a daily routine allowing time for special requests.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Ability to perform new construction and repairs as needed.

Ability to:

- Learn policies, practices and procedures as it relates to your job duties.
- Establish and maintain effective working relationships with co-workers, the general public and other governmental agencies.
- Communicate effectively with others in written and oral form.
- Read for comprehension.
- Ability to work independently and prioritize tasks.

PHYSICAL SKILLS

Ability to perform the following, with or without an accommodation under the ADA:

- Stand, sit, and stoop and bend.
- Lift and carry up to 60 lbs.

ATTENDANCE

Current office hours are 8:30 A.M.-5:00 P.M., Monday through Friday and 8:30am - 12:00pm Saturdays. Overtime maybe required both before and after regular work hours and sometimes on Saturdays.

Office hours are subject to change.

This is a Full Time position.

EDUCATION. TRAINING AND EXPERIENCE

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) or more years' experience in building maintenance, repairs. Both internal and external duties required.

A comparable amount of education, training, skills or experience may be substituted for the minimum qualifications.

LICENSES. CERTIFICATIONS OR REGISTRATIONS

- Valid Florida driver license.
- Clean Driving record

