

Division: DIV ADMINISTRATION
Department: BLDGGR Facilities Management
Location: Tallahassee
Class Code: 016
Class Title: Building & Grounds Security Specialist
Last Updated: 30-Apr-2021 12:58 PM

Position #: 1126
FLSA: Not Exempt from Overtime Pay
EEO Code: 8
Pay Grade: 105
FTE: 1.0
Reports to Position #: 1128

Position Description

POSITION TITLE: Building, Grounds and Security Specialist

REPORTS TO: Manager of Facilities, Grounds & Security

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Responsible for skilled work in repair, maintenance, and security of the buildings and grounds.

% of Time	Essential Duties and Responsibilities
35	Inspection, preventive maintenance, routine maintenance, and repairs to buildings, and all appurtenances of the Campus including but not limited to: plumbing, electric systems, HVAC systems, irrigation, offices, flooring etc.
25	Facilities management duties such as: adjusting HVAC controls/systems and managing facility security system access controls.
15	Check and monitor buildings and grounds on a continuous basis for potential hazards and security perils; handles security concerns.
10	Moving, assembling, and setting up office furnishings and furniture including meeting room set-up.
5	Assist with purchasing goods and services as well as payment of orders.
5	Provide transportation to guests, delivery and pick-up errands and fleet maintenance.
5	Other duties as assigned.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Plumbing
- Light Electrical
- Carpentry repairs
- Building maintenance techniques
- Landscaping

Skilled in:

- Machinery operation
- Basic hand and power tool operation

Ability to:

- Follow written and oral instructions
- Use a computer
- Recognize potentially dangerous situations
- Operate machinery and power equipment
- Lift heavy objects
- Work from an elevated level

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**Required Minimum Education:**

High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:

Three (3) years of related experience in building and/or grounds maintenance or at least three (3) years of plumbing, electrical, carpentry, AVAC, and machinery operation.

Required Licensure Certification(s):

Unarmed Security Guard License within 6 months of employment. Valid Drivers license.

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Must be able to lift up to 100 lbs., be able to bend, stand and walk for long periods of time.
- Ability to work weekends and holidays as assigned.
- Ability to be on-call and respond on-site to address after hours calls.

Additional Information:

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.