



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Building Maintenance Worker	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>GRADE:</b>	K03
<b>REPORTS TO:</b>	Building Maintenance Crew Leader	<b>DATE:</b>	7/1/2016
<b>BARGAINING UNIT:</b>	KGEA		

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### **SUMMARY:**

Responsible for performing support duties in a multi-craft environment, including the installation, maintenance and repair of mechanical, electrical, electronics, HVAC, security and structural systems and elements of City buildings and facilities.

### **ESSENTIAL FUNCTIONS:**

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Maintains City owned buildings to include; roof repairs, exterior maintenance, ceilings, floors, drywall repairs, painting, countertops, windows, doors, lights and other similar tasks.
- Inspects, operates, maintains and repairs HVAC systems.
- Performs plumbing and electrical maintenance and repairs.
- Maintains functional office equipment, such as desks, chairs, cabinets, and cubicles.
- Performs pest control management services for City facilities.
- Assists in the oversight of custodial contractor services to ensure all duties are performed according to contract, and perform custodial duties as assigned.
- Performs general maintenance on park bathrooms, pavilions, splash pads and athletic equipment.
- Maintains flag poles, garage doors, and perform graffiti removal as needed.
- Assists with maintenance activities within the department as required.
- Maintains and services a variety of test equipment and hand and power tools; keeps small inventory of frequently used supplies and hardware.
- Prepares routine reports and records of work performed.
- Provides basic information to the public.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Assist other Divisions of the Public Works Department as required.

## **BUILDING MAINTENANCE WORKER**

### **QUALIFICATIONS:**

*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 and/or skill required.*

### **Education and Experience:**

High School diploma/GED; two (2) years of skilled trades experience performing installation, maintenance or repair work; OR an equivalent combination of education, training and experience.

### **Required Certificates, Licenses, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Michigan CDL Driver's License, Class A with Tanker "N" endorsement within three (3) months of date of employment.

### **Required Knowledge and Skills**

Knowledge of:

- Principles, methods and materials used in a variety of HVAC, plumbing, mechanical and electrical installation, maintenance and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Job estimation and planning principles and practices.
- Basic practices and equipment of the plumbing, HVAC, electrical, carpentry and welding trades.
- Laws and ordinances applicable to duties performed and equipment operation.
- Standard record keeping principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skills in:

- Performing skilled maintenance and repair to a variety of mechanical, plumbing, electrical, HVAC and other facility operating systems.
- Safe operation and maintenance of specialized tools and equipment.
- Effectively driving a variety of vehicles in a skilled and safe manner.
- Recognizing potentially hazardous situations on the job site and taking appropriate action.
- Measuring and calculating angles, lengths and volumes.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

## **BUILDING MAINTENANCE WORKER**

### **PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a field maintenance setting, use standard office equipment and stamina to perform heavy labor for extended periods of time; agility to perform maintenance activities and operate equipment; strength to lift and carry up to 100 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

### **WORKING ENVIRONMENT:**

Work is performed in a field setting.

Work is subject to performance in confined spaces, and under exposure to environmental conditions, hazardous chemicals, gasses, noxious odors, dust and extensive driving.