
FACILITIES MAINTENANCE WORKER JOB DESCRIPTION

Position Title: Facilities Maintenance Worker

FLSA Classification: Non-Exempt

Salary Grade: Salary Grade 7

Reports To: Facilities Supervisor

Data Reviewed/Revised: October 1, 2021

Basic Function

Under the direction of the Facilities Maintenance Supervisor or a Senior Facilities Maintenance Worker, perform a variety of construction, maintenance, and repair work in the City's buildings and facilities maintained by the Parks and Recreation Department. Perform work on HVAC/control systems in City buildings and facilities. Perform skilled to semi-skilled electrical, plumbing, carpentry, and various mechanical duties. Assist in the purchase of supplies and equipment and maintain records related to work performed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines.

The incumbent shall maintain composure in a variety of settings while managing customer requests.

The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors, and members of the public.

Perform a variety of HVAC preventative maintenance duties for City facilities, equipment, systems and machinery to include replacement of filters, belts, and fluids and the lubrication, cleaning, and replacement of parts needed.

Assist in the repair, replacement, and installation of a wide range of electrical components including electrical motors, pumps, circuits, wires, outlets, fixtures, appliances, ballasts, and lamps.

Assist in the repairs, replacement, and installation plumbing fixtures and appliances.

Assist with remodeling services requiring carpentry skills; fastens cabinets and shelving to walls; replaces doors and locks.

Operate a variety of equipment, machinery, and hand and power tools including trucks, tractor/loader, gauges, meters and various testing equipment, and specialized trade equipment.

Perform a variety of maintenance duties including cleaning, painting, winterizing, and snow removal.

Maintain a variety of records including inspection forms, records of repairs and purchases, and maintenance logs.

Perform required construction projects and repairs in accordance with local building codes and department policies.

Perform maintenance and safety requirements for the municipal pool. Monitor water chemistry and chemical balances. Complete repairs and modifications and complete tasks in accordance with state and local health codes and department policies.

Supervisory Functions

None

Education and Experience

Graduation from high school or GED

Course work and/or training in facilities maintenance and operations or related field.

Two (2) years of experience in the building maintenance, construction, HVAC plumbing, or electrical trades.

Licenses and Certifications

Valid Driver's License

Level I Building Operator certification within three (3) years of employment.

Certified Pool Operator certification within one (1) year of employment.

Ability to pass a criminal history background check.

Competencies

Operation and proper maintenance of tools, equipment, materials,

Procedures, and machinery used in the HVAC trade and other building and construction trades.

Appropriate health and safety precautions and procedures.

Proper methods of storing equipment, materials, and supplies.

Basic record keeping techniques.

Basic building maintenance techniques.

Perform a variety of skilled and semi-skilled construction, maintenance, and repair duties in electrical, plumbing, and carpentry trades.

Work independently with little direction or as a member of a crew.

Understand and follow oral and written instructions.

Maintain routine records and prepare reports related to work performed.

Software

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Work Environment

Indoor, outdoor, and shop environments.

Driving from site to site to conduct work.

Seasonal heat, cold, temperature changes and adverse weather conditions.

Noise from equipment operation.

Call-out and variable working hours.

Physical Demands

Lifting and carrying items weighing up to 90 pounds.

Standing and walking for extended periods of time.

Climbing and bending at the waist.

Crawling, kneeling, reaching, pulling, pushing, and working at heights.

Reaching overhead, above the shoulders and horizontally.

Seeing to observe and to effect needed repairs.

Dexterity of hands and fingers to operate power tools and equipment.

Exposure to fumes from equipment operation.

Exposure to working on ladders.

High voltage.

Working in cramped or restrictive work chambers.

Working around and with equipment having moving parts.

Exposure to dust, dirt, oil/grease, and gases.

Travel

None

Affirmative Action/EEO statement

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender,

religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.