



FACILITIES MAINTENANCE WORKER

POSITION DETAILS

Position Title:	Facilities Maintenance Worker
FLSA Classification:	Non-Exempt
Salary Grade:	8
Reports To:	Facilities Maintenance Supervisor
Cell Phone Stipend:	☒ Eligible ☐ Ineligible
Supervisory Functions	☐ Full-Time Employees ☐ Seasonal Employees ☐ Part-Time Employees ☐ Volunteers ☐ Temporary Employees ☒ No Supervisory Functions

BASIC FUNCTION

Under the direction of the Facilities Maintenance Supervisor or a Facilities Maintenance Worker - Senior, 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.

- 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; fasten cabinets and shelving to walls; replace 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.



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- 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.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED
- Coursework 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.

REQUIRED 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

Knowledge Of:

- Operation and proper maintenance of tools, equipment, and 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.

Ability To:

- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.



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- 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.

Skill In:

- Microsoft Suite.

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.

WORKING CONDITIONS

- Lifting and carrying items weighing up to commonly up to 50 pounds and occasionally up to 75 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

Regular travel within the City and County; Occasional travel outside of local area.



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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.

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.