

POSITION DESCRIPTION

Class Title: Facilities Maintenance

Date: March 19, 2024

Department: Municipal

Union: Not Applicable

GENERAL PURPOSE:

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of City buildings, parks and facilities.

SUPERVISION RECEIVED:

Works under the supervision of the City Manager or any other designee assigned by the City Manager.

SUPERVISION EXERCISED:

May oversee employees as so designated by the City Manager, including community service workers, vendors and/or contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

May perform limited grounds maintenance such as mowing and trimming lawns, hedges and cleaning snow from facilities as needed.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc. Dumps trash cans and garbage and relines cans with liners. Changes light bulbs and fluorescent tubes.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, and laundry for the city jail.

Washes windows, walls, metal and woodwork.

Cleans rain gutters and/or roofs; sweeps, shovels and/or plows sidewalks.

Picks up litter from around buildings and grounds.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work. Transport boxed files or other items to and from storage locations as needed.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Opens and closes, locks and unlocks City facilities as needed.

Property maintenance at various City buildings, parks and other facilities as needed.

May be required to operate snow plow and or snow blower for snow removal at City facilities as needed.

Keeps records of work completed and records of routine property maintenance schedules.

Performs other related duties as assigned.

NONESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

May be required to do landscaping as needed.

May be required to move and set up meeting rooms, furniture, pictures, etc. as needed and assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs, working knowledge of plumbing and electrical; some knowledge of first aid and applicable safety precautions;
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

- (A) Must be 18 years or older at the time of employment;
- (B) Must possess, or be able to obtain by the time of hire, a valid Ohio State Driver's License;
- (C) Must be able to pass a background check and drug test

TOOLS AND EQUIPMENT USED:

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, ladders, plow truck, mower, snow blower, landscaping equipment and any other equipment as assigned.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb a ladder or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee _____ Date _____
(Indicates the employee was given a copy of the job description.)

Supervisor / HR _____ Date _____