



Job Description  
Minimum Wage: \$10.00/hr.

## **FACILITY MAINTENANCE ASSISTANT (Part-time) Recreation Center, Library, Youth Center**

**DESCRIPTION:** Under general supervision from the Community Services General Manager and the Facility Maintenance Technician III, performs a variety of skilled and semi-skilled tasks in facilities maintenance, buildings systems repair, and other forms of repair of city buildings along with the performance of other duties as assigned. Work usually consists of exercising a considerable amount of independence and initiative in performing the responsibilities assigned.

**CLASSIFICATION:** This is a non-exempt, part-time, position with no benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

Performs day-to-day maintenance and operation of a large recreation center facility. Provides support to maintain various mechanical systems operations throughout the Recreation Center, Youth Center and Library facilities. Performs minor construction, maintenance, and repairs to the physical structures of the facility using hand tools, power tools and equipment. Work includes but is not limited to electrical and plumbing repairs; cooler system repairs, paint structures, repair woodwork, plaster, wall board, flooring, and masonry requirements. Works independently or with a team in responding to scheduled service calls received from the various divisions within the Parks and Recreation Department.

Identifies deficiencies and assures corrections are made in a timely manner. Assists with development of in-house inventories on tools, equipment, and material, for maintaining accountability and loss control.

Works with other department personnel in order to assure the city facilities are being maintained in a manner which creates a safe working environment for employees and the general public.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

- Ability to perform a wide variety of tasks that relate to various building and maintenance tasks.
- Working knowledge of the hazards and application of safety rules and precautions involving equipment operation and general maintenance construction.
- Ability to work independently, as required.
- Ability to carry out written and oral instructions.
- Ability to perform a wide variety of manual labor work for extended periods of time.
- Ability to plan, organize and direct the work to an assigned crew, as needed.
- Ability to establish and maintain effective working relationships with other staff, supervisor and the general public.
- General knowledge of the various skilled trades (e.g. plumbing, electrical, HVAC, carpentry, painting, etc.).

### **Facility Maintenance Technician I– (Continued)**

- Knowledge of the proper use, maintenance and repair of construction/buildings equipment and tools.
- Skill in the safe and effective use of hand and power tools used in the construction industry.
- Skill in planning, organizing, and directing work activities, alone or with other employees.
- Skill in dealing with the public and co-workers in a professional and courteous manner.
- Skill in maintaining a professional image.

**PHYSICAL REQUIREMENTS:** Work involved in this classification includes the possibility for injury or harm to self and others due to the inappropriate use of equipment and tools. Work is sometimes performed outdoors during inclement weather. Involves general labor work requiring light to heavy lifting and carrying and climbing ladders.

**MINIMUM QUALIFICATIONS:** The equivalent of one (1) year of experience in facilities operations/maintenance. Must possess a valid Arizona Driver's License.

**SPECIAL REQUIREMENTS:** May be required to work overtime, holidays and weekends. Not to work 20 or more hours in a week 20 or more weeks in a fiscal year.