



Job Description  
Job Code: 128  
Range: 19

## **FACILITY MAINTENANCE WORKER**

**DEFINITION:** Under general supervision from the Facility Maintenance Supervisor, performs a variety of skilled, semi-skilled and un-skilled tasks involving minor construction, maintenance, and repair of city buildings and performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full 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 minor or limited construction, maintenance, and repairs to the physical structures of the city using hand tools and power tools. Work includes but not limited to adding or replacing electrical and plumbing items, HVAC filters, cooler repair, paint structures, repair woodwork, plaster, wall board, flooring, and masonry requirements. Works independently in responding to scheduled service calls received from the various divisions within the facility. Respond to the service call, determines the requirements, obtains the necessary materials and tools to complete the work, and accomplishes the work in the most efficient and economical manner. Identifies the need for additional manpower to complete a requirement to the supervisor in order to obtain the help needed to schedule and accomplish the work. Completes the service call request paperwork and turns it into the supervisor at the regularly scheduled daily meeting.

Performs facility inspection to assure contract services are being performed in accordance with the contract. Identifying deficiencies and assures that corrections are made in a timely manner. Performs facility inspections, develops, and implements re-occurring preventive maintenance plans for large facility operations to minimize liability/safety issues, lists deficiencies observed and implements corrective actions. Coordinates daily, weekly, and reoccurring work schedules with the supervisor. Works with the supervisor to develop an annual facility project listing and assists in developing service contracts to accomplish these projects, as funds become available for their accomplishment. Performs inspections on service contracts once they have been funded and awarded.

Develops an in-house inventory on all tools, equipment, and material, for maintaining accountability and loss control. Conducts minor custodial work where necessary and provides assistance to other divisions within the Center where necessary for efficient center operations.

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 all employees and the general public.

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

Knowledge of the construction and facilities maintenance management.

**Facility Maintenance Worker– (Continued)**

Knowledge of the various skilled trades (e.g. plumbing, electrical, HVAC, carpentry, painting, etc.).

Knowledge of the functionality and long term use of buildings.

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 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 in the buildings, carrying and climbing ladders.

**MINIMUM QUALIFICATIONS:** Graduation from High School or equivalent. The equivalent of two (2) years experience in the construction and maintenance field or facilities operations/management. State of Arizona Drivers License required.

**HOURS:** Must be available to work shifts between 1:00 PM – 10 PM, Monday through Friday.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by:           R. Faust 1/26/10          

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