

# **BUILDING** **MAINTENANCE I**



<b>DEPARTMENT:</b>	Recreation Department
<b>REPORTS TO:</b>	Building Maintenance Supervisor
<b>HOURS:</b>	40 Hours/Week; Flexible Hours with some evenings and Saturdays Non-Exempt Position
<b>BARGAINING UNIT:</b>	AFSMCE
<b>DATE APPROVED:</b>	January 20, 2005

## **SUMMARY:**

The primary objectives of this job are daily upkeep of the Library and Senior Center and to maintain them both throughout the day. This work involves performing minor plumbing, carpentry and electrical repairs as well as the general upkeep and maintenance.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- Repair of minor plumbing problems that develop in water and sewer lines
- Repair and maintenance of equipment (ie: Chairs, Book Carts, Furnace) and some carpentry work
- Cleaning, stripping and sealing of all floors and vacuuming and steam cleaning of carpets
- Cleaning windows
- Trash removal
- Painting of walls, ceilings and floors
- Daily pickup of mail
- Snow removal
- Mowing and fertilization of turf areas
- Knowledge of heat, cooling, and ventilation systems and alarm systems
- Performs other related duties as assigned

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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***EDUCATION AND EXPERIENCE:***

- High School graduate or hold GED certificate
- Knowledge of painting, staining and wood refinishing
- Good work habits

***LANGUAGE SKILLS:***

- Ability to read and interpret documents and procedural manuals
- Ability to complete significant tasks without direct supervision

***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to read a tape measure

***OTHER SKILLS AND ABILITIES:***

- Knowledge and skill in the use of hand and power tools
- Knowledge of safety procedures as regards to incapacitated elevators
- Knowledge of skill on painting, staining and wood refinishing procedures
- Knowledge and ability to utilize power floor scrubbing, waxing and sealing equipment
- Knowledge in selection and utilization of specialized of commercial maintenance products
- Computer knowledge is desired
- Experience in working with the general public
- Knowledge of OSHA and other safety rules

***CERTIFICATES, LICENSES, REGISTRATIONS:***

- Valid drivers license

***MINIMUM QUALIFICATIONS:***

- High School Graduate or hold GED certificate
- Valid drivers license

**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, which include but are not limited to floor stripping and sealing, carpet cleaning, etc., the employee regularly stands; walks; uses hands to finger, handle or feel; and stoops, kneels, crouches or crawls; frequently reaches with hands and arms; and occasionally sits; talks or hears; climbs or balances; and tastes or smells.

Employee regularly is required to lift up to 10 pounds; frequently lifts up to 50 pounds; and occasionally lifts up to 100 pounds.

Specific vision requirements include close vision, distant vision and color vision.

**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 frequently works near fumes or airborne particles, toxic or caustic chemicals and endures outdoor weather conditions; and occasionally works in high, precarious places and is exposed to the risk of electrical shock.

The noise level of the work place is moderate.