

# **BUILDING MAINTENANCE III**



**DEPARTMENT:** Park Recreation

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**REPORTS TO:** Community Services Director

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**BARGAINING UNIT:** AFSCME

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**DATE APPROVED:** November 2012

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## **SUMMARY:**

This position is responsible for the delegation of daily duties to full-time and part-time employees, as well as job service and court service workers, and is the controller of Auto Logic for City Hall, Winona Public Library, Senior Friendship Center, and Recreational Facilities. Work involves performing minor to moderate plumbing, electrical and carpentry repairs and general upkeep and maintenance of assigned city facilities. Persons in this classification shall also be responsible for operation and maintenance of heating, ventilating and air conditioning systems, routine and special project cleaning, preventative maintenance and the preparation of voting machines for elections. Additionally, persons in this position shall be responsible for the implementation of appropriate safety procedures for the extrication of persons from damaged or otherwise incapacitated elevators in the facilities.

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

- Conduct building maintenance and general upkeep of the heating and ventilating and air conditioning systems.
- Manages computer software program that maintains the Auto Logic System
- Oversees full control of HVAC and boilers for all buildings
- Exercise general supervision over the building maintenance staff in the various work areas and is available to solve routine problems which may arise during daily routine
- Inspects the work of subordinates and reports to the Community Services Director
- Assigns employees to various areas of work within City Hall, Winona Public Library and Senior Friendship Center buildings.
- Troubleshooting, diagnostic and repair of heating, ventilating and air-conditioning systems
- Responsible for securing City Hall, Public Library, and Senior Friendship Center nightly
- Overall cleaning and sealing of all floors at City Hall, Public Library and Senior Friendship Center.

**BUILDING MAINTENANCE III**  
**PAGE 2**

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- Daily cleaning in City Hall. Weekly or longer for carpets in Senior Friendship Center and Public Library.
- Painting of walls, ceilings, floors where appropriate
- Repair of plumbing problems that arise in water and sewer lines within assigned facilities.
- Preparation of voting machines or elections.
- Snow removal
- Mowing and fertilization of turf areas.
- Daily pickup of mail for City Hall and Public Library
- 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.

***EDUCATION AND EXPERIENCE:***

- High School graduate
- Vocational School training with complete coursework in carpentry, mechanical or related field is required
- Minimum 5 years experience in the position as Building Maintenance II
- Three years experience in a related field may be substituted for vocational training
- Low pressure boiler license
- Valid driver's license

***LANGUAGE SKILLS:***

- Ability to read and interpret documents and procedural manuals

***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions and decimals

***OTHER SKILLS AND ABILITIES:***

- Knowledge and skill in the use of hand and power tools
- Knowledge of safety procedures as regards incapacitated elevators
- Knowledge of skill on painting, staining and wood refinishing procedures
- Skill in performing maintenance on complicated mechanical devices

**BUILDING MAINTENANCE III**  
**PAGE 3**

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- Knowledge and ability to utilize power floor scrubbing, waxing and sealing equipment
- Utilization of heavy duty, high capacity, commercial type carpet cleaning equipment
- Ability to complete significant tasks without direct supervision
- Knowledge in selection and utilization specialized of commercial maintenance products
- Ability to review and interpret building plans and specifications
- General knowledge of computer operations

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

- Low Pressure Boilers License
- Valid Driver's License
- OSHA Lift Certification

**MINIMUM QUALIFICATIONS:**

- High School Graduate or hold equivalency
- Vocational school training with completed course work in carpentry, mechanical or related field in required (three years working experience in a related field may be substituted for vocational training)
- Minimum 5 years experience in the position as Building Maintenance II
- Low Pressure Boilers License
- Valid driver's 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, boiler maintenance, etc., the employee regularly stands, walks, uses hands to finger, handle or feel, and reaches with hands and arms; frequently talks and hears, and climbs or balances; occasionally stoops, kneels, crouches or crawls, and tastes or smells.

Employee regularly is required to lift up to 50 pounds and occasionally lifts over 50 pounds.

Specific vision requirements include close vision, distant vision, color vision, peripheral vision, depth perception and 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, works in high, precarious places, is exposed to toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The noise level of the work place is moderate.