

City of Grand Rapids Job Description

Job Title: **Building Maintenance Worker**
Department: Community Development/Facilities Maintenance
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: August 12, 2019

Summary: Performs intermediate semiskilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Facilities Maintenance Manager.

Essential Duties and Responsibilities include the following. The duties listed 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 that position. Other duties may be assigned.

- Services and maintains City building boilers, HVAC systems and related equipment. Also assist in the maintenance of Central School, Fire Hall, Library or other city owned buildings as assigned.
- Purchases necessary materials for work projects, and maintain inventory of cleaning supplies.
- Changes and recycles light bulbs and fluorescent tubes.
- Implements and manages the Library and City Hall recycling program.
- Cleans rain gutters; and maintain clean and safe sidewalk area for City Hall and Library.
- Removes litter from around buildings and grounds.
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of buildings and equipment maintenance.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Performs other duties and responsibilities as assigned by Facilities Maintenance Manager.
- May serve on various employee committees, as required and assigned.
- Assists with set up for City Council meetings and various public and staff meetings as scheduled by the Administration Department.
- Manages cleaning of facilities.

Knowledge, Skills, Abilities and Competencies Required:

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience. Associates/Technical degree preferred. Forklift certification.

Special Boiler Engineer certification or able to attain within one (1) year.

Desire to have knowledge in building constructions and practices.

Valid driver's license in the State of Minnesota.

Class A Commercial Driver's License or able to attain within one (1) year.

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- 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.

TOOLS AND EQUIPMENT USED

All types of hand tools, power tools and equipment including ladders and scaffolding. Computer skills.

Physical Demands This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.