

CITY OF BLACK HAWK
2016 Job Description

JOB TITLE: Facilities Maintenance Worker

DEPARTMENT: Public Works

**REPORTS TO: Facilities Maintenance
Supervisor**

EXEMPT: No

HIRING RANGE: \$21.0053 - \$24.1563

SUMMARY

Provides a variety of skilled and semi-skilled work in the construction, maintenance, repair, inspection, restoration, and cleaning of both City occupied and leased buildings and facilities. Performs duties from 2:30 a.m. to 1:00 p.m. to limit disruption to City operations. Responds to calls for maintenance and repair services 24/7.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains and repairs various facilities, buildings, and structures, including framing, pouring concrete, drywall installation and repair, brick laying and repair, painting, repairing windows, doors, and roofing.

- Complete general plumbing work, including unclogging drains and replacing faucets.
- Replace lighting, inspect exit sign lighting, emergency lighting and makes necessary bulb and fixture replacement
- Light electrical work including replacing motors, switches, and outlets.
- Replace furnaces. Build office furniture and fixtures.
- Sweep, mop, vacuum.
- Steam cleans carpets and chairs.
- Lightly dusts and polishes furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment.
- Set up rooms for special meetings or events.
- Open and close City buildings; lock and unlock doors.
- Install and adjust shades and blinds
- Maintain building maintenance and custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.
- Inspect fire extinguishers and maintain annual logs, replace fire extinguishers when expired.
- Shovel snow at building entrances and building stairways.
- Inspect AED units and maintain log.
- Perform insect and rodent control
- Install, construct and/or repair walls, floors, ceilings, fencing, furniture, signs, windows, etc.

- Prepare and paint both interior and exterior of facilities
- Miscellaneous carpentry, drywall, finish carpentry, electrical, HVAC and plumbing
- Serve on call regularly
- Make recommendations to Maintenance Supervisor about city building issues and other city property's.
- Perform monthly elevator tests.
- Perform weekly emergency generator tests
- Coach and help train new department staff on cleaning procedures, policies and procedures.
- Obey all safety regulations.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

None

MINIMUM QUALIFICATIONS

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 job functions.

Knowledge of:

- Materials, methods, equipment and tools used in general building maintenance work.
- Materials, methods, equipment and tools used in custodial services work.
- Materials, methods, equipment and tools used in the painting trade.
- Safe and efficient work practices that comply with local, state and federal regulations.
- Operation of a variety of maintenance, construction, woodworking equipment.
- Basic personal computer and email operations

Ability to:

- Use a variety of building maintenance and custodial equipment and materials.
- Clean and care for assigned areas and equipment.
- Maintain accurate and up to date records.
- Observe, report, and address needs for maintenance and supplies.
- Understand and carry out oral and written instructions.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment and supplies.

- Work early morning hours, weekends and holidays.
- Safely operate a City vehicle.
- Use a personal computer for word processing, spreadsheets and email operations

EQUIPMENT USED

Mop, broom, vacuum, buffer, shovel, hammer drill, power drill, drill press, band saw, hand saw, jig saw, power saw, table saw, air nail gun, screw gun, power sander, dry wall sander, paint sprayer, grinder, pressure washer, cement mixer, hammer, screw driver, and various dollies, lifts and ladders, personal computer.

EDUCATION and/or EXPERIENCE

High School Diploma or GED and three years of experience in building and custodial maintenance work performing duties of a comparable nature.

LICENSE and/or CERTIFICATE

- Valid Colorado Driver’s License with a good driving record.

COMMUNICATION SKILLS

- Ability to understand and carry out instructions oral and written instructions.
- Ability to work effectively with other staff, citizens, and the public.
- Ability to use a personal computer for word processing, spreadsheets and email operations

REASONING ABILITY

- Ability to observe, report, and address maintenance and supplies needed.
- Ability to define problem, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, bend, twist, stoop, kneel, crouch, and crawl. The employee must lift and/or move up to 75 pounds as well as climb and work on ladders. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City’s intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.