

POSITION DESCRIPTION

Class Title: Maintenance Worker II

Date Completed: 10/26/2004

Functional

Title: Maintenance Worker II – Building & Grounds

Class: 3

Department: Public Works

Job Code: 0040 **FLSA Status:** NE

Job Title of Immediate Supervisor: Assistant Superintendent – Building & Grounds

This is manual work in which the employee performs a variety of semi-skilled or skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City buildings and facilities. Works under the immediate direction of the Assistant Superintendent and/or Crew Chief.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the building, repair, and installation of counters, cabinets, benches, partitions, walls, floors, doors, building framework, and trim.
2. Performs minor building interior repairs and maintenance such as repairing damaged doors, walls, caulking, painting, fixture leaks, roof patching, etc.
3. Replaces damaged ceiling tile, floor tile, and wall coverings.
4. Assists in building cabinets and other wooden equipment in carpenter shop.
5. Assists in the installation of glass in windows, doors, and partitions; installs items such as window shades, blinds, and curtain rods, wall fans, and door locks.
6. Assists in cleaning and preparing surfaces for painting; applies thin, even coat of finish material, such as paint or lacquer, to sanded area; paints chipped spots with brush.
7. Trims and smooths rough edges and surfaces, and removes scratches, dirt, and glue.
8. Gathers tools and supplies to be used at work site; drills holes for wiring or other construction work; assists in lifting, positioning, and fastening objects such as wiring, conduit, motors or equipment; performs minor repairs such as replacing handles, knobs, fuses, sockets, bulbs, and switches; maintains tools and equipment and keeps supplies and parts in order;
9. Cleans work area, machines, tools, and equipment.
10. Drives trucks of various sizes and weights to pick up materials, supplies and equipment for projects.
11. Performs routine inspection and preventive maintenance on assigned tools and equipment and refers defects or needed repairs to supervisor; cleans equipment.
12. Performs all duties in conformance to appropriate safety and security standards.
13. Assists in assembling and positioning mechanical equipment in accordance with diagrams; cuts holes in floors and walls to form air duct outlets; installs air ducts, smoke pipes, blowers, and stokers; wraps insulation around air ducts; connects and adjusts timers and thermostats; cuts, bends, and crimps sheet metal to repair heating, ventilating, and air conditioning casing and pipes.
14. Performs related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Graduation from high school (or GED equivalent) or trade school; and
2. Two years experience in the operation of mechanical equipment similar to that used in the operations and maintenance department; and
3. Two years experience in carpentry and finish work; and
4. Two years experience in welding and cutting metal; or
5. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Working knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities and carpentry work.
2. Working knowledge of equipment and supplies used to do minor repairs.
3. Some knowledge of first aid and applicable safety precautions.
4. Working knowledge of mechanical, electrical and other equipment similar to that used in the operations and maintenance department; ability to make minor operating repairs to such equipment.
5. Skill in operation of the following tools and equipment: Motorized vehicles and equipment, including pickup truck, saws, drills, sanders and hammers; welders and cutting torches; compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and similar equipment.
6. Ability to perform heavy manual tasks for extended periods of time.
7. Ability to observe conditions of operation, and to make adjustments necessary to effect proper plant operation.
8. Ability to work overtime as required.
9. Ability to work safely.
10. Ability to communicate effectively verbally and in writing and to carry out written and oral instructions.
11. Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS:

Must possess valid State Driver's license. CDL certification required or ability to obtain within one year.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

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 qualified individuals with disabilities to perform the essential functions.

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee is frequently required to stand, walk, and sit; climb or balance; and stoop, kneel, crouch, or crawl.
3. The employee occasionally is required to and talk or hear.
4. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the 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.

1. While performing the duties of this job, the employee often works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
2. The noise level in the work environment is usually moderately noisy.

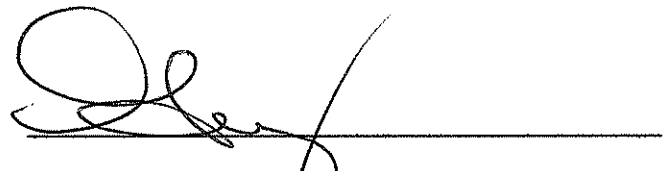
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:



DEPARTMENT DIRECTOR



PERSONNEL DIRECTOR

POSITION APPROVED BY ORDINANCE NO. 93-7 ON 5-13-93.