

JOB DESCRIPTION

JOB TITLE: Building Maintenance Worker

JOB NO: LB002118

JOB FAMILY: Labor

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of semi-skilled work in the maintenance, repair and alteration of City buildings, facilities, and fixtures including carpentry, plumbing, heating/air conditioning, and electrical trades work.

SUPERVISION

General supervision is provided by the Facility Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Maintain and repair City facilities, equipment and buildings by performing a variety of carpentry, electrical, painting, plastering, plumbing, heating, air conditioning and mechanical repair work.
3. Perform preventative maintenance for heating, ventilation, and air conditioning equipment including replacing belts, changing filters, and coil cleaning.
4. Maintain and repair plumbing fixtures including sinks, toilets, faucets, dispensers, fountains and pipes; clear obstructions from water, sewer lines, drains and sump pumps.
5. Operate and maintain a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance skills.
6. Inspect facility to identify building maintenance needs; repair and maintain wood structures.
7. May participate in chemical treatment of pools and fountains; perform general maintenance activities on pools and fountains as required.
8. Move furniture and equipment; assemble prefabricated furniture.
9. May repair and install platforms, choral risers, staging and scaffolding. Will set, not operate, audio visual equipment.
10. Maintain tropical plant inventory and seasonal plantings specific to Arts Center Courtyard and public areas as scheduled; monitor and maintain mechanical control systems in greenhouse.
11. Clean outdoor furniture, fountains and grounds.
12. Perform light electrical repair and installation.

OTHER DUTIES AND RESPONSIBILITIES

1. Read and interpret sketches, diagrams and blueprints.

2. Assist Building Maintenance Technicians as needed.
3. Monitor and maintain preventive maintenance records and logs.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Education or training which provides the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

None required.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Tools and equipment used in building and custodial maintenance, reconstruction, and repair work.

Preventive maintenance requirements.

Safe work practices.

Safety procedures for public events.

Ability to:

Perform semi-skilled building maintenance and repair work.

Identify building maintenance needs and take corrective actions.

Work independently in the absence of supervision.

Repair and maintain a variety of mechanical equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a color vision examination.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

Work on call as needed.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others*
- *color vision discrimination.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, crouching or squatting during building maintenance activities*
- *pushing, pulling equipment that exceeds 101 pounds or lifting heavy equipment or supplies (up to 50 pounds)*
- *climbing stairs/ladders*
- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment*
- *exposure to air contaminants, confining work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.*

Director of Human Resources

Date

Department Director

Date

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