



Facilities Maintenance Worker

Job Specification
Classification: Non-competitive
Series: Maintenance
Level: 3 of 8

DISTINGUISHING FEATURES OF THE CLASS: This is the third level of the Maintenance series and is responsible for independently performing semi-skilled, mechanical and facility maintenance tasks. The work involves the operation of specialized medium and heavy equipment for snow removal, lawn care and other specified tasks. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Acts as lead to subordinate staff to include: prioritizing and assigning work, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.
- Cleans and maintains facilities, assets, and/or grounds, which may include: stripping, mopping, and buffing floors; cleaning carpets; painting building interiors; changing light bulbs and gaskets; changing locks and door handles; moving furniture; sanitizing bathrooms; repairing trash cans; and performing other related activities.
- Performs specific trades tasks related to assigned position, which may include: carpentry, welding, fabrication, masonry, electrical, HVAC, and/or plumbing on assigned projects.
- Administers the setup and teardown for specific events; ensures proper floor layout and working sound and visual equipment, responds to general inquiries from temporary staff, and organizes parking as needed.
- Performs seasonal grounds keeping tasks for assigned areas, such as snow removal, lawn care, picking up trash and debris, spreading salt or topsoil, salting sidewalks, and/or painting and repairing buildings or fences.
- Responds to questions from citizens, contract/temporary workers, and other staff regarding assigned projects or facilities.
- May configure and layout athletic fields, parking lots, and other pavement markings; reviews plans to ensure safe restrictions, crosswalks, and stop bars.
- Creates, reviews, and updates signs for traffic flow and informational public use; checks that local, state, and federal codes and regulations are met when installing signs.
- Follows established guidelines, written directions, and procedures for installations, repairs, service checks, and inspections.
- Monitors inventory and equipment supplies; fills out appropriate purchase orders or requests, and compares vendor pricing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic maintenance and grounds keeping principles;
- Customer service principles;
- Applicable tools and equipment for assigned tasks;
- English grammar, spelling, and punctuation for use in work and purchase orders;
- City geography for marking pavement;
- Routines and practices for various assigned facilities;
- Medium and heavy equipment operation for snow removal, lawn care, and other specified tasks;
- Safe working practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Prioritize work and assign tasks;
- Perform manual labor;
- Use applicable tools and equipment;
- Operate medium and heavy construction equipment as needed for maintenance and grounds keeping activities;
- Operate small hand and power tools and other related equipment;
- Perform routine maintenance and repair activities;
- Apply and explain practices and procedures in construction, building maintenance, and/or grounds keeping.
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 1 year of work experience preferably in general grounds, plumbing, building/facility maintenance.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

For assignment to DPW: Must obtain CDL within 6 months of appointment.

For assignment to Parks & Recreation: Must obtain CDL within 1 year of appointment.

For assignment to Parks and Recreation: NYS Pool Operators Course Certification must be obtained within one (1) year of appointment and maintained for continued employment.

Classification history:

Adopted: 4/17/2012