

FACILITIES MAINTENANCE WORKER

JOB DESCRIPTION

Classification Responsibilities: A Facilities Maintenance Worker performs a variety of routine and semiskilled tasks involving general maintenance of City facilities, equipment, and grounds. Depending on assignment, duties may include: making routine plumbing repairs (example: repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (example: replacing electrical receptacles, etc.); performing routine carpentry work (example: minor paint jobs, installing doors, door stops, cabinet doors, tile, adjustable shelving, setting forms for concrete, etc.); performing preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems (example: replacing evaporative cooler pads, belts, pumps, air filters, etc.); making roof repairs; installing glass, screens, refrigerators, and ranges; making minor grounds and landscape irrigation repairs; installing forms and header boards; grading dirt areas; and operating trenchers and soil augers. More difficult or skilled work may be performed under the direct supervision of a Facilities Foreman or skilled maintenance technician/worker. Specific duties performed may vary by assignment. This class performs related work as required.

Distinguishing Features: This is a semiskilled service/maintenance class. Employees may work independently on routine recurring assignments, or assist a skilled worker in performing more complex tasks. Work is most often uncomplicated, well-defined, and requires a minimum of decision-making. Employees are required to use City, section, and Occupational Safety and Health Administration (OSHA) safety procedures, and appropriate equipment in completing assignments. Additional supervision specific to the task assigned may be received from skilled maintenance technician/worker or facilities supervisory staff, who will review the employee's work through conferences, spot checks, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to good (1 - 3 years) construction or facility maintenance trades experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Facilities Maintenance Assignment: Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to Police facilities (*by assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*by assignment*).

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, and vendors in order to make repairs, coordinate work, and order supplies. Understands and follows verbal and written instructions. Documents time and materials used on work order/request forms for assigned tasks completed.

Manual/Physical: Inspects work-related conditions to determine compliance with prescribed operating and safety standards. Distinguishes colors to repair electrical switches and outlets. Detects natural gas leaks, smoke, and pesticides. Operates a truck and/or golf cart requiring a standard Arizona Driver's License to travel to and from work sites. Operates power-driven machinery such as a buffer, drill, and key machine to complete maintenance work. Uses equipment and tools such as hammers, screwdrivers, wrenches, drills, saws, trenchers, augers, and other tools commonly used to maintain facilities and associated equipment. Installs and replaces filters, belts, and cooler motors in order to make repairs, and perform preventive maintenance. Moves objects (example: stoves, refrigerators, coolers, furniture, etc.) weighing up to 150 lbs. using a hand truck or pulley. Cleans work area and equipment such as the maintenance shop, work site, and various hand tools. Works with cleaning fluids, agents, chemicals, and paints using normal, routine, and protective equipment to complete work and maintain apartment units. Sets up and removes folding tables and chairs to assist at community events. Works in a variety of weather conditions while performing work. Works in small cramped areas while performing facility maintenance/repairs. Works at elevations greater than ten feet while repairing or maintaining building structures (example: roof repairs, etc.) and equipment (example: evaporative cooler and roof top heater repairs, etc.). Climbs ladders or steps to reach objects. Walks over rough, uneven, or rocky surfaces. Moves debris, dirt, furniture, or other materials. Assists skilled maintenance technicians/workers in performing more complex tasks. May assist skilled maintenance technician/worker to perform after-hours emergency call-out repairs (by assignment). Meets scheduling and attendance requirements.

Mental: Comprehends written materials. Understands and interprets blueprints and schematic drawings to assist in making plumbing and electrical repairs. Learns and performs assigned tasks quickly and correctly through on-the-job training and educational opportunities. Learns safety regulations and practices safety precautions.

Knowledge and Abilities:

Knowledge of:

the use and care of commonly used equipment and tools; and
basic and semiskilled facility maintenance repair tasks.

Ability to:

perform manual labor outdoors in temperature extremes for extended periods of time;
establish and maintain effective working relationships with fellow employees;
deal courteously with customers, tenants and the public;
read and interpret blueprints, and other work diagrams with the assistance of section supervisory staff or skilled tradesman as needed; and
assist skilled maintenance technician/worker with remodeling projects.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

KM/rb/kc

CS3710.DOCX

EEO-S/M

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 42

IND-9015

SWORN-No