



FACILITIES MAINTENANCE WORKER

Department: **Public Works** Class Code: **13**
Reports to: **Public Works Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, maintains, cleans and repairs Town buildings and facilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains buildings, including equipment, structural and appearance; paints, patches or repairs all interior and exterior surfaces; operates various hand and power tools and equipment.
- Changes light bulbs, ballasts and filters; makes purchases for materials and supplies; performs minor roof repairs, light carpentry, plumbing and electrical; maintains and repairs swamp coolers; completes maintenance and repair requests.
- Performs cleaning procedures, including the interior and exterior of buildings; removes debris from buildings; assures all floor and carpet surfaces are clean and appropriately finished; dusts, washes windows and walls; vacuums, mops and waxes floors.
- Maintains and cleans equipment; maintains an inventory of all cleaning and janitorial supplies; purchases janitorial supplies; submits purchase orders.
- Sets up and cleans for special meetings; assists with the moving, construction and set up of offices; assembles and repairs furniture; unlocks buildings for staff, vendors and contractors.
- Clears obstructions; performs snow removal; keeps sidewalks free of debris, snow and ice.
- Maintains, fuels and washes the Town facilities van; performs book runs for the Town Library.
- Performs pest control; traps and release animals.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and two years of experience in building maintenance and custodial experience or an equivalent combination of education, training and experience.

JOB DESCRIPTION

Facilities Maintenance Worker

Required Licenses or Certifications:

Possession of a valid Driver's License.

Required Knowledge of:

- Building maintenance and custodial techniques and methods.
- Electrical, mechanical, plumbing and roofing methods and procedures.
- Construction materials and tools.
- Equipment safety practices.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors and the general public.
- Maintain basic written records.
- Operate cleaning equipment.
- Use various power and hand tools.
- Maintain an inventory of material, supplies and equipment.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be required to climb ladders. May be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____