



FACILITIES MAINTENANCE WORKER, SENIOR

Department: **Public Works** Class Code: **17**
Reports to: **Public Works Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, maintains, cleans and repairs Town buildings and facilities. This level is distinguished from the Facilities Maintenance Worker designation by greater work complexity and increased skill level.

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 and facilities, including plumbing, electrical, HVAC and carpentry; changes filters; maintains gas risers and fire extinguishers.
- Performs basic construction; participates in remodeling projects with the Town Hall South Campus, Aquatic Center, Court building and Public Works building.
- Performs painting, construction and setup of offices.
- Performs outside trenching for gas, electric, water and phone lines; assists the Road Department as needed.
- Orders supplies for janitorial and maintenance projects.
- Serves on-call for after hours emergency repairs.
- Serves in an acting capacity for the Public Works Manager as necessary.
- 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, repair and construction experience or an equivalent combination of education, training and experience.

JOB DESCRIPTION

Facilities Maintenance Worker, Senior

Required Licenses or Certifications:

Possession of a valid Driver's License.
Master Meter certification after six months of employment..

Required Knowledge of:

- Building maintenance, construction and repair techniques and methods.
- Electrical, mechanical, structural and utility materials, methods and procedures.
- Construction materials and tools.
- Equipment safety practices.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, vendors, suppliers and the general public.
- Maintain written records.
- 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 |
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APPROVED: _____

DATE: _____