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Public Position Announcement

DATE: April 22, 2020

TITLE: Building Maintenance Technician

DEPARTMENT: Library/All Applicable Departments

REPORTS TO: Library Director (Primary Supervisor)

- Finance Director (Municipal Building Site Supervisor)
- Other Site Supervision by Departmental Superintendents

FLSA: Non-Exempt

STARTING SALARY: \$17.97/hr plus overtime as authorized

RESPOND BY: May 20, 2020

POSITION SUMMARY:

With overall supervision of the Library Director with site supervision by the Finance Director and the applicable Departmental Superintendents, the Building Maintenance Technician is a non-exempt position which performs custodial work and interior and exterior maintenance on City of Washington buildings; primarily Library and Municipal Building, but may include any or all City-owned buildings, as directed. An employee of this class may occasionally operate light equipment needed for building or grounds maintenance. Work involves the safe and efficient performance of manual tasks of ordinary difficulty requiring skills or knowledge acquired through schooling and/or past experience. Assists administrative staff in planning for significant interior and exterior building maintenance activities and coordinates with contractors as approved for electrical, mechanical, and plumbing work.

The Building Maintenance Technician's work is performed under supervision and is reviewed through inspection of work while in progress and upon completion. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

- Essential Functions: Vacuum high traffic areas daily or as directed; clean carpet stains as needed; wipe down counters; dust weekly (phones, computers, desks when cleaned off, pictures on walls, stair railings, tables, window seats); clean vestibule and other

Building Maintenance Technician Position Description, March 2020

high-touch window areas weekly or more frequently if needed; clean water fountains; disinfect door handles periodically; sweep and mop floors as needed; empty waste baskets and recycling.

- General: Secure buildings by locking doors; turn off lights; pick up debris in and around building; replace light bulbs as needed; clean light fixtures; clean up cobwebs; incidental cleaning jobs as they arise.
- Restrooms: Empty wastebaskets; clean and disinfect stools; clean sinks, countertops, mirrors, and paper towel dispensers; sweep and mop floors as needed, refill toilet paper, soap dispensers, and paper towel dispensers as needed.
- Kitchen Areas: Clean sinks and kitchenette counters in meeting room and staff break room; wipe down tables in meeting rooms (including conference room, study rooms, and downstairs staff break room); take out garbage/recycling; refill paper towel dispensers as needed; clean microwave in & out as needed.
- Quarterly: Clean interior windows; wipe down door frames, window ledges, and floor boards; clean door guards; sweep back stairwell and basement hallway; wipe down and disinfect computer stations, computer mice, and chairs; replace carpet squares as needed.

Operates and maintains manual and power-driven machines. Keeps detailed maintenance records for all items requiring regular maintenance. Maintains SDS material data sheets in compliance with federal law and City policies. Must have the ability to understand the safety rules and regulations, policies, needs, equipment, instruments and their use. Ability to work within these rules, regulations and policies, and know when to stop work until a safety problem is corrected. Emergency on-call and call-out duties may be required for this position.

Must have ability to bend, stoop, lift and carry 50 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be meticulous in the maintenance of vehicles

and careful & complete in record-keeping. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Trustworthy individual with strong understanding of the importance of keeping confidential sensitive information he/she may come in contact with on a sporadic basis.

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

WORKING CONDITIONS:

The duties of this job are normally performed under controlled conditions, but with occasional humidity and poor ventilation. The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, fumes or airborne particles, and toxic chemicals. The employee occasionally works near moving mechanical parts and is sometimes exposed to risk of electrical shock. Occasional outside work of moderate difficulty, in outdoor conditions.

Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds.

REQUIREMENTS:

Valid Iowa Driver's License. Good oral and written communication skills. Background in custodial services is desirable. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must be able to possess a current Commercial Driver's License and endorsements; must obtain this license within 60 days of employment and maintain it throughout employment.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.