



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Building Maintenance Attendant	BAND/LEVEL:	Hourly
DEPARTMENT:	Information Technology	JOB NO:	9645
DIVISION:	Facilities Mgmt & Operation	DATE:	06/05/2017
REPORTS TO:	Mgr, Facilities Management	FLSA STATUS:	Non-exempt
FT/PT/SEASONAL:	Temporary	COST CENTER:	127
REPLACES:	N/A	LAST REVISED DATE:	New Temporary Position

JOB SUMMARY STATEMENT: Performs basic maintenance duties on equipment and buildings throughout City facilities. Assists the Facilities Maintenance Workers with remodel projects and more complex tasks. Performs work requests as assigned by the Supervisor and provides escorts to outside vendors in secure areas of the City buildings.

DUTIES AND RESPONSIBILITIES:

1. Performs routine and preventative building checks related to HVAC, plumbing, lighting at various City facilities.
2. Assist Facilities Management staff with preventative maintenance on equipment and facilities.
3. Aides the Facility Maintenance staff with remodel projects.
4. Initiates repairs from work orders as assigned by the Supervisor.
5. Collects relevant information to update Capital Improvement Plan.
6. Escorts outside vendors into secured areas and monitors work as needed.
7. Performs other duties as assigned.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High School Diploma or equivalent.

EXPERIENCE:

- One year of general maintenance experience, preferred.

SKILLS:

1. Safely and effectively operate a wide range of shop hand and power tools.
2. Ability to work independently.
3. Manual dexterity.
4. Good listening and organizational skills.
5. Mechanical aptitude.
6. Attention to detail.
7. Basic mathematical and accounting skills.
8. Interpersonal skills.
9. Written and oral communication skills.

MENTAL REQUIREMENTS:

1. Ability to read and understand building plans, specifications, technical manuals that relate to equipment usage and mechanical components.
2. Ability to access a situation and respond with the appropriate tools, procedures and equipment needed.
3. Ability to work under distracting conditions.
4. Alpha and numeric recognition.
5. Ability to analyze safety situation.
6. Ability to troubleshoot basic mechanical, electrical, plumbing and HVAC systems.
7. Ability to comprehend City, State and Federal guidelines.
8. Ability to meet deadlines.
9. Diplomacy and judgement.
10. Ability to recognize and protect confidential information.
11. Ability to carry out assignments through oral and written instructions.

PHYSICAL REQUIREMENTS (SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS):

1. Hand and eye coordination adequate to safely operate hand and power tools appropriate for the job and computer input.
2. Ability to communicate work assignments and tasks to supervisor, city employees and the general public.
3. Ability to distinguish colors and smells.
4. Exposure to extreme environmental conditions, temperatures, and dust.
5. Ability to operate power and hand tools.
6. Ability to reach, stand, crawl, bend, stoop, climb, push and pull.
7. Ability to make and receive phone calls.
8. Exposure to heights, vibrations, and loud noises.
9. Excessive standing and/or walking.
10. Eye, Face and Foot Protection required.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

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ACTIVITY	DURATION	DESCRIPTION
Standing	Freq. - Const.	even and uneven surfaces
Walking	Freq. - Const.	even and uneven surfaces
Sitting	Occasional	motor vehicle operation; automatic transmission
Driving	Occasional	motor vehicle operation; automatic transmission
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	various postures required to complete requirements
Ladders	Occasional	various postures required to complete requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0-10 lbs.	floor to overhead	variable	occasional	one or two hand lift
Concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
fire extinguisher	35 lbs.	floor to waist	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	floor to shoulder	variable	occasional	task dependent
shovel with snow	variable	variable	variable	occasional	snow removal
drills	7 lbs.	floor to overhead	variable	occasional	task dependent
sheet rock	162 lbs.	floor to waist	variable	occasional	two person lift
ice melt bag	50 lbs.	floor to waist	variable	occasional	task dependent

**** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.***

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0- 10 lbs.	0- 100 feet	variable	occasional	one or two hand lift
Concrete	80 lbs.	0- 50 feet	variable	occasional	two hand lift
fire extinguisher	35 lbs.	0- 100 feet	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	0- 100 feet	variable	occasional	task dependent
shovel with snow	variable	0- 20 feet	variable	occasional	snow removal
drills	7 lbs.	0- 100 feet	variable	occasional	task dependent
sheet rock	182 lbs.	0- 500 feet	variable	occasional	two person lift
ice melt bag	50 lbs.	0- 50 feet	variable	occasional	task dependent

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand push
snow shovel	*	*	to be determined at later date

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand push
carpet removal	*	*	to be determined at later date

** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

REACHING	DURATION	DESCRIPTION
above shoulder level	Occasional	task dependent
at shoulder level	Frequent	task dependent
below shoulder level	Frequent	task dependent
below waist level	Occasional	task dependent
below knee level	Occasional	task dependent

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	up to constant	type of job dependent; motor vehicle operation
Pinching	up to constant	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	up to constant	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	up to constant	type of job dependent; motor vehicle operation
Pronation & Supination	up to constant	type of job dependent; motor vehicle operation

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*