

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Building Maintenance Worker I	BAND/LEVEL:	Oprs II
DEPARTMENT:	Information Technology	JOB NO:	7020
DIVISION:	Facilities Management & Operations	DATE:	3/25/12
REPORTS TO:	Supervisor, Facilities Management	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 127

REPLACES: Building Maintenance Worker I

DATE: 5/12/08

JOB SUMMARY STATEMENT:

Performs routine repairs and preventive maintenance on equipment and buildings throughout City facilities. Performs semi-skilled work in the following areas: electrical; mechanical; plumbing; heating, ventilation, and air conditioning (HVAC); carpentry; construction; and network cabling. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Performs routine preventive maintenance of equipment and building checks according to set schedules. Reads preventative maintenance schedule for duties to be performed. Checks building temperatures and makes adjustments as required. Checks for proper operation and fluid levels, changes filters, replaces worn belts, changes oil and lubricates bearings. Corrects problems using necessary tools and parts.
2. Initiates repairs from issued work orders. Reads work orders and accesses required tools and equipment. Performs the required repair work.
3. Conducts daily visual inspection of interior and exterior building lighting appliances. Repairs or replaces components, burnt out bulbs, ballast's and plugs as required.
4. Assists with installation of data and network cable and wires throughout City facilities per instructions from requesting department. Accesses parts and tools and equipment necessary to complete the task.
5. Inspects, repairs, and/or replaces plumbing fixtures to assure proper working condition. Determines operational problems and best procedure to correct problems. Accesses tools and parts needed for repair.
6. Assists with inspections, replacements, installations, and repairs of various electrical devices including outlets, light fixtures, and switches. Troubleshoots basic electrical defects.
7. Assists in construction of new work areas or removal of existing work areas per blue prints and specifications: removes existing office space, frames new walls, runs electrical systems, hangs and finishes drywall, completes ceiling work, etc. Secures area of construction for safety reasons. Determines tools and materials needed for project. Manually loads and unloads materials, including sheetrock, plywood, metal studs, and conduits.
8. Assists outside contractors with City projects when required. Directs contractor to proper work location. Assists with erection of barricades to insure safety of workers and general public. Accompanies contractor into secured areas.
9. Assists in emergency operations, including snow removal, as required.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

Basic education (general high school).

Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

Employees hired on or after May 12, 2008, must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

EXPERIENCE:

One to two years of general maintenance experience with some knowledge of the following trades: HVAC; plumbing and electrical; and carpentry; or an equivalent levels of experience.

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 skills.
5. Basic math.
6. Good organizational skills.
7. Mechanical aptitude.

MENTAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to safely operate hand and power tools appropriate for the job.
2. Mobility to travel to all City facilities.
3. Ability to communicate work assignments and tasks to supervisor, city employees and the general public.
4. Ability to distinguish colors.
5. Ability to distinguish smells.
6. Exposure to extreme environmental conditions.
7. Ability to operate power and hand tools.
8. Ability to operate City vehicles.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

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

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

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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.*