

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title:	Maintenance Worker (Facilities)	Job Code Number:	705
Department:	Parks & Recreation	Grade Number:	11-12
Division:	NA	FLSA Status:	Non-Exempt
Date:	July 5, 2012	Location:	CenterPlace

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled building maintenance and repair work to ensure the smooth operation of City facilities such as the CenterPlace regional conference and community center, in compliance with appropriate safety and security standards. At the lead level, may also plan and prioritize construction, provide functional leadership for full time and temporary employees, and provide input in operations and maintenance.

SUPERVISION RECEIVED:

Works under the general supervision of Parks & Recreation Director.

SUPERVISION EXERCISED

At the lead level, may provide functional leadership to full time maintenance staff, and temporary employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, scheduling and implementation of facility maintenance, and operation activities designed to provide quality facilities.

Inspects building facilities to identify building maintenance needs. Performs some building maintenance and repair, including carpentry, plumbing, heating/air conditioning and electrical work. Performs equipment diagnostic tests and routine inspections of building components as recommended by manufacturer. Assists in calibrating and adjusting building settings to maintain comfortable, safe and economical facilities. Tests and maintains security and fire alarm systems as needed.

Ensures safe interior and exterior conditions of building, such as snow and ice removal of entry ways, roof lines and gutters. Inspects and remedies potential hazards, such as tripping hazards; sharp corners and edges; and faulty doors, hardware, furniture and office equipment.

Completes tasks related to event set-up, tear down, audio visual equipment set-up, light janitorial work and other related event needs, including but not limited to mopping, table and chair breakdown, emptying garbage, cleaning bathrooms and assisting with any urgent situation.

Assists in opening and closing building. May be assigned as the staff person on site overseeing

facility use. May assist facility patrons in a wide variety of duties such as troubleshooting or instruction of audio visual equipment and kitchen equipment.

Assists in bidding and selection of vendors for necessary parts, repairs, new purchases and maintenance needs, and oversees their work if applicable.

Reads and interprets sketches, diagrams and blueprints.

Creates and maintains a variety of records relating to inspections, repairs and other maintenance activity.

Assists as needed to determine the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints and service requests regarding facility maintenance and operations.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs other related or similar duties as assigned.

Lead level employees may also perform the following functions:

Plans and prioritizes construction, installation, renovation, maintenance and repair duties and assigned responsibilities; performs work and ensures the work of others is performed in accordance with sound safety practices and proper work methods and procedures.

Provides functional oversight for full time, part time and temporary employees including weekly and monthly work plans and scheduling.

Provides input on operations, budget and maintenance activities to Parks and Recreation Director; analyzes data, makes purchases, develops system maintenance schedules.

Responsible for janitorial and maintenance issues resolution, providing and establishing precedent for CenterPlace facility.

Responds to routine and non-routine inquiries from the general public; investigates and responds appropriately to citizen complaints and requests for customer service.

Responsible for the oversight and ultimate completion of the event set ups at CenterPlace, both internally and externally.

Performs other related or similar duties as assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent; and
- (B) Two (2) years of experience in building maintenance or a related field; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills, Abilities and Other Traits:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance and repair activities;

(B) Skill in operation of some of the listed tools and equipment; and

(C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's license, or ability to obtain one. May require CDL certification.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, utility truck, tamper, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Effective Date:
February 29, 2008

Approval: _____
City Manager

Revision History:
May 13, 2003, original
June 30, 2005 1st revision