

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING MAINTENANCE WORKER III

**General Functions:**

Provides for the care and maintenance of City facilities. Makes routine building repairs and improvements. Provides courier service and runs errands, as assigned.

**Duties and Responsibilities:**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts within and outside the City organization.
3. Coordinates employee requests for services to maintain the best possible working conditions.
4. Performs routine and non routine building repairs and improvements such as painting, building shelves, patching walls, installing equipment, repairing lights, toilets, etc. Includes the purchasing of new equipment. Must have ability to determine when to call-in specialized help as needed.
5. Recruit and coordinate contractors for city-wide janitorial services, building and building equipment repairs, elevators, HVAC systems and other maintenance services as necessary.
6. Performs meeting set-up and breakdown, as required. Keeps grounds and parking lots free of debris and litter.
7. Serves as City courier by delivering and picking up mail, supplies, etc. May post public notices and run other errands as assigned.
8. As needed, may be assigned special projects to enhance or maintain the City's facilities.
9. Purchases supplies, equipment and materials for assigned duties and special projects and maintain inventory of items.
10. Schedules and oversees the testing of building fire alarms, including wet system; fire doors; elevator operation and fire extinguishers tests. Ensures proper sanitation of all City facilities.

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Prepares boiler equipment, coordinates and over-see boiler inspections. Tests and services emergency exit lighting.

11. Must identify needed facility repairs and improvements, which includes providing budget estimates and obtaining bid proposals from contractors. Oversees and inspects projects to completion. Evaluates results.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or completion of equivalent GED certificate. Special training may include maintenance of HVAC systems. Requires a minimum of five (5) years of responsible experience in janitorial and building maintenance including experience in purchasing, building maintenance equipment, tools and supplies and maintaining appropriate records.

##### b) Training:

- i) Specialized skills required include excellent public relations skills, use of power and hand tools, ability to define problems in electrical and plumbing systems and make the necessary repair. General knowledge of heating, air conditioning, building construction, appliances, audio systems, paints, etc. necessary.
- ii) Must have a valid driver's license, Building Operator certification with N.E.E.C. and Oregon State Electrical license, type LMS within six months of time of appointment.

#### 2) Supervision:

Received: Receives limited supervision from the Director of Parks and Recreation.

Supervisor may assist as needed in prioritizing work. Work is reviewed for results obtained.

Exercised: Supervision of others is not a normal requirement of this position.

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#### 3) Communication:

Relationships outside the City organization maintained include those with vendors regarding building maintenance purchases.

Communicates findings to Department Director regarding costly or problematic issues related to building maintenance. Prepares reports and may make recommendations regarding solutions.

Contacts made with other City departments is daily regarding requested services such as building repairs, planning and discussion of special projects or coordinating work done by vendors. Must exhibit excellent communication skills with all city employees.

Contacts with the City's residents are very limited but may include providing information regarding City services.

Is entrusted with the delivery of sometimes highly confidential and sensitive information regarding police, court, and other City matters.

#### 4) Cognitive Functions:

Depends on professional guidelines for the work performed but must use common sense and good judgment as well. The building maintenance, purchasing function is governed by budget, and State and City procedures.

Is responsible for suggesting new methods for carrying out positions functions in a cost effective manner.

Errors could result in loss of revenues, lawsuit, personal injury and property damage, disruption of justice, unnecessary cost to City mainly through courier duties or through poor performance of building repair or maintenance causing unsafe work environment and deterioration of facilities.

Precedent is available for courier service and custodial duties and most other tasks. Repair and maintenance of equipment, and at times facilities, calls for innovative approaches and methods due to variety and age of equipment and facilities and lack of funds.

Decisions most often made in the course of work include the prioritizing and scheduling of work and related processes to carry it out.

5) Working Conditions:

Adverse working conditions or unusual expectations required include occasional heavy lifting and carrying, driving in inclement weather conditions and work on ladders and in cramped spaces.

Physical risks exposed to include those imposed by carrying cash when transporting deposits, work on ladders, and driving inclement weather.

Maintains regular business hours with occasional, irregular evening or weekend work for special projects. May infrequently be required to work overtime without notice.

6) Resource Accountability:

Provides input for the building maintenance portion of the Parks Department budget, custodian of all building maintenance equipment, small tools, and supplies, purchaser of building maintenance supplies, materials and equipment. Must safely operate and maintain a City vehicle.

Records maintained include log of building maintenance activities, documentation for purchases, and tracking of expenditures.

May commit City resources within approved budget for up to \$500.

*The job classification 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.*