

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title:** BUILDING MAINTENANCE

#### General Functions:

Provides for the routine care and maintenance of City facilities. Makes routine building repairs and improvements. Performs routine custodial duties. 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 specific to them and positions outside the City organization.
3. Performs routine building repairs and improvements such as painting, building shelves, patching walls, installing equipment, repairing lights, toilets, etc. May include the purchasing of new equipment.
4. Performs routine custodial duties for assigned City facilities, including meeting set-up as required. Keeps grounds and parking lot free of debris and litter. May perform routine grounds work.
5. Serves as City courier service by delivering and picking up mail, supplies, printing, etc. May post public notices and run other errands as assigned.
6. As needed, may be assigned special projects to enhance or maintain the City's facilities.
7. Purchases most supplies, equipment and materials for assigned duties and special projects.

#### SPECIFICATIONS:

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

## Building Maintenance

### Job Description

Page 2 of 4

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or completion of the equivalent GED certificate. Special training in janitorial work desirable. Requires a minimum of two (2) 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 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 at time of appointment.

#### 2) Supervision:

Received: Receives limited supervision from the Finance Director. Most tasks are established by individual requests. Supervisor assists as needed in prioritizing work. Work is reviewed for results obtained.

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

#### 3) Communication:

Relationships outside the City organization maintained include those with vendors regarding building maintenance purchases occurring on an infrequent basis and as courier with various local, County and Federal offices on a daily basis and on an as needed basis with attorney's office. Majority of these communications are information exchanges.

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.

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.

## Building Maintenance

### Job Description

Page 3 of 4

#### 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 what are the necessary procedures to follow.

Decisions most often made in the course of work include the prioritizing and scheduling of work and what are the necessary procedures to follow.

#### 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 bank deposits and bail money, work on ladders, and driving in unsafe road conditions.

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

## Building Maintenance

### Job Description

Page 4 of 4

#### 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.*