

**City of Florence**  
**Building Maintenance Worker**

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DEPARTMENT: Public Works  
CLASSIFIED: Regular, Full-time  
DATE: June 2014

REPORTS TO: Public Works Director  
POSITION STATUS: Non-exempt

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**Purpose of Position:**

To provide a wide variety of building maintenance and repair, grounds maintenance, and custodial services for city buildings and offices.

**Essential Job Functions:**

- Performs skilled and semi-skilled labor to maintain city buildings, facilities and related support systems.
- Performs custodial services at city buildings; repairs and maintains custodial equipment.
- Ability to work with and around, confidential and sensitive materials without disclosing them to others.
- Coordinates and schedules the preparation, cleaning, set-up and take-down for public meeting rooms.
- Makes minor adjustments and minor repairs to mechanical, plumbing, and building facilities; coordinates work with contractors for repair, replacement and/or addition to the plumbing, heating, security, fire, sprinkler, electrical, air conditioning, and alarm systems.
- General carpentry duties including but not limited to: assembly, repair and alteration of office furniture, installation or repair of doors or windows, building and hanging of shelves, building work benches and cabinets, and building of office furniture (book case, computer table).
- Ability to coordinate building maintenance services, activities and projects with contractors.
- Operate and maintain assigned equipment and specialized hand and power tools.
- Orders and maintains supplies and equipment.
- Maintains daily work records and records of preventative maintenance activities.
- May perform limited and occasional grounds keeping activities.
- Ensures work is performed with all safety precautions and to standards.
- Other duties as assigned by the Public Works Director.

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**Secondary Functions:**

Knowledge of general building codes; knowledge of basic computer applications as they relate to building maintenance and repair; ability to use hand tools and other equipment generally used in building maintenance, repair, and construction trades; ability to follow written and oral instructions; ability to act harmoniously and productively with co-workers and the general public; ability to produce accurate, concise, understandable reports.

**Supervisory Responsibilities:**

Supervision of others is not a normal responsibility of this position; however, this position may have occasional responsibility for training and instructing temporary help and contractors.

**Supervision Received:**

Works under the general supervision of the Public Works Director or his/her designee.

**Education and/or Experience; Certificates, Licenses, and Registrations:**

- High school diploma or equivalent.
- An Oregon driver's license is required at the time of appointment.
- Within eighteen (18) months of date of entry into the position, must obtain a valid class A (CDL) driver's license.
- May require other required certifications/licenses to perform the assigned duties.
- Required to successfully pass a City of Florence Police Department background check including pre-employment drug testing.

**Physical Demands of Position:**

- Ability to safely lift and carry furniture, equipment and bags weighing up to 80 pounds; ability to possibly work irregular hours, to rotate shifts and to work evenings and weekends.
- Ability to stand and/or walk for extended periods; ability to bend, stoop and twist repeatedly; ability to organize and prioritize work; ability to work with

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minimal supervision; ability to climb stairs and ladders; ability to reach overhead for extended periods; ability to perform preventive maintenance on equipment operated; knowledge of OSHA regulations as they relate to cleaning and sanitation measures; ability to work safely. May require walking and climbing on/over, or under obstacles on uneven terrain in wet and dry conditions.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

**Working Conditions:**

The employee will be required to operate a city vehicle and travel from building to building. The majority of duties will be conducted inside but will also include work in an outdoor environment which will expose the employee to external weather conditions.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK AS ASSIGNED.**