

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 1, 2016 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	JOE SOUCIE DIRECTOR OF PUBLIC WORKS

SYNOPSIS

The Public Works position description for Building Maintenance Worker I and II has been updated for your review.

FISCAL IMPACT

The position is currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

The job description update for the Building Maintenance Worker I & II positions is being proposed, which is currently vacant. As noted in the Reorganization Plan, we will review and evaluate all open positions in order to make recommendations regarding possible updates. The main changes to the job description is who the Maintenance Workers report to.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Building Maintenance Worker I
POSITION REPORTS TO: Building Technician
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Building Technician, performs routine and preventative maintenance at public buildings and grounds and other tasks as assigned.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists in the maintenance and repair of City facilities and equipment.
2. Assists in the removal of ice and snow using shovels, brooms, walk behind snow blowers, spreaders and tractor type snow removal equipment.
3. Assists in preparation for major meetings or events as directed.
4. Performs minor painting jobs.
5. Performs janitorial duties such as washing windows, cleaning spills or slippery floors, changing light ballasts, tubes or bulbs.
6. Occasionally operates power hand tools and larger construction equipment.
7. Assists with landscaping duties such as tree and bush trimming and flowerbed maintenance.
8. Assists with lawn irrigation system.
9. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to perform very heavy work exerting in excess of 75 pounds of force occasionally, and/or in excess of 50 pounds frequently, and /or in excess of 30 pounds of force constantly to move objects. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Previous maintenance experience preferred..
3. Must possess and maintain a valid driver's license.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Ability to accept and follow instructions.
3. Basic knowledge of procedures utilized in building maintenance and repair.
4. Basic understanding of heating, air-conditioning, plumbing, electrical and carpentry work.
5. Ability to read and understand work instructions, training materials, product and equipment labels and warning signs.
6. Ability to read a tape measure.
7. Ability to safely operate small hand and power tools, equipment, light and medium snow removal equipment, and motor vehicles.
8. Basic computer skills.
9. Ability to work independently and effectively, as part of a team and with the public.
10. Ability to communicate effectively, both orally and in writing.
11. Knowledge and understanding of basic safety principles.
12. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
13. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Building Maintenance Worker II
POSITION REPORTS TO: Building Technician
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Building Technician, performs routine and preventative maintenance at public buildings and grounds and other tasks as assigned.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Performs preventative maintenance and routine repairs to equipment including electrical, plumbing, HVAC equipment, carpentry, and sheet metal work.
2. Assists in keeping city facilities clean, orderly and in good repair.
3. Assists in preparation for major meetings or events as directed.
4. Performs minor painting jobs.
5. Performs routine building maintenance as directed.
6. In the absence of the Building Technician, responds to night and weekend emergency calls for maintenance on a 24 hours per day, seven days per week basis.
7. In the absence of the Building Technician, responds to security and fire alarms on a 24 hours per day, seven days per week basis.
8. Assists with landscaping duties such as tree and bush trimming and flowerbed maintenance.
9. Assists with lawn irrigation system.
10. Assists in snow and ice removal from all walks and handicap parking stalls around municipal facilities.
11. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to perform very heavy work exerting in excess of 75 pounds of force occasionally, and/or in excess of 50 pounds frequently, and /or in excess of 30 pounds of force constantly to move objects. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Two years of position related job experience.
3. Must possess and maintain a valid driver's license.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Demonstrated ability to follow instructions.
3. Basic and advanced skills and understanding of heating, air-conditioning, plumbing, electrical and carpentry work.
4. Ability to read and understand work instructions, training materials, product and equipment labels and warning signs.
5. Ability to safely operate hand tools, power equipment and machinery.
6. Ability to read and understand blue prints and schematics.
7. Basic computer skills, including knowledge of MS Office programs Outlook, Word and Excel; ability to learn other computer skills.
8. Ability to work independently without supervision.
9. Ability to communicate effectively, both orally and in writing.
10. Knowledge and understanding of basic safety principles.
11. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
12. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

I have read and understand the requirements of this position description.

Signature

Date