

South Jordan City

Job Description

Title:	Facilities Maintenance Worker	Effective Date:	1/1/17
Org:	100230	FLSA:	Non-Exempt
Pay Grade:	9	Workers Comp:	Municipal

GENERAL PURPOSE

Perform semi-skilled and skilled facilities maintenance tasks.

SUPERVISOR

Facilities Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform general maintenance and repair duties related to routine plumbing, electrical, carpentry, chemical and mechanical functions of city buildings and environs.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor building temperatures; may adjust thermostat settings for heating and air conditioning; change heating system filters.

Perform pool maintenance duties as assigned.

Install, remove, and paint interior walls; move furniture as required.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years related maintenance work;

2. Special Qualifications:

Valid Utah Class D Driver License

Must be able to obtain AFO/CPO certification within 6 months of hire if assigned or hired to maintain Recreation Center aquatic areas.

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in maintenance work; working knowledge of safety practices of maintenance work and use of cleaning agents and equipment; some knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical, plumbing and related skill areas as needed to perform routine maintenance duties.

Ability to operate tools and equipment used in maintenance work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to develop working relationship with other employees and supervisor(s).

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serve/Maint.
Location:	Facilities	EEOP Class:	Serve/Maint.
Group/BU:	General Pay Plan	Tech-Net Match:	640