

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Facilities Maintenance Worker

3. Working Title (if any):

N/A

4. Name & Class of First-Line Supervisor:

Bill Treiloff, Maintenance Electrician

Work Phone: 266-5927

5. Department, Division & Section:

Public Works, Engineering - Operations

6. Work Address:

1600 Emil St.

7. Hours/Week: 40

Start time: 7:30 AM End time: 4:00 PM

NOTE: Hours are somewhat flexible provided start time is between 6:30 AM and 7:30 AM; four 10 hour days are possible.

8. Date of hire in this position:

N/A

9. From approximately what date has employee performed the work currently assigned:

N/A

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10. Position Summary:

This is varied and responsible facility maintenance and custodial work. Employees perform a broad range of semi-skilled maintenance tasks to include minor painting, carpentry, plumbing, and electrical repairs; and perform the full

range of custodial tasks typical of large governmental facilities (e.g., cleaning office, shop, and common areas). This class is characterized by significant time spent independently performing semi-skilled maintenance work, in combination with general custodial functions. Employees exercise judgment and discretion in identifying and completing necessary maintenance and repair tasks under the general supervision of a program supervisor.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60%	<p>1. Perform a wide variety of semi-skilled building maintenance tasks including, but not limited to:</p> <ul style="list-style-type: none"> A. General Construction – hang doors; install door locks and latches; make glass repairs; weatherstrip doors and windows; build shelves; paint walls, ceilings, railings, etc; replace and tar flashings; cement or caulk wall and floor cracks in concrete construction, etc. B. Electrical - install light switches, wall outlets, and lighting fixtures; replace ballasts; C. Plumbing - replace washers, faucets and flush valves; delime aerators; unclog plugged toilets/sinks; D. HVAC – perform daily system checks and testing; make minor adjustments as necessary to ensure building occupant comfort; report operational issues to area maintenance mechanic; change filters. E. Deliver water softener salt and ensure brine tank is full; test water softness; adjust feed mechanism as required. F. Act as a laborer to assist Maintenance Electrician and Maintenance Mechanic 2 as needed.
15%	<p>2. Perform grounds maintenance activities.</p> <ul style="list-style-type: none"> A. Plow and shovel snow from building walkways, stairs, bikeracks, driveways and parking areas to ensure safe access. B. Pick up trash and debris. C. Remove graffitti. D. Mow grass; pull weeds and maintain shrubs and flowers.
10%	<p>3. Perform building security functions.</p> <ul style="list-style-type: none"> A. Open/close building assigned. B. Turn lights off/on. C. Lock and un-lock exterior and interior doors. D. Patrol building for signs of unauthorized use/entry. E. Raise and lower flag.
10%	<p>4. Other related work activities</p> <ul style="list-style-type: none"> A. Pick up parts, materials and supplies ordered by Maintenance staff. Deliver to appropriate location. B. Accept deliveries from vendors. Cross-check deliveries from vendors against packing slip. Note any discepancies. Place received goods in correct location in a neat and orderly fashion. C. Maintain assigned vehicle, equipment and tools in good operating

	<p>condition. Report any problems to supervisor.</p> <p>D. Clean shop and office areas, as assigned.</p> <ul style="list-style-type: none"> • Sweep, mop, wax, dust and empty trash. • Wash windows, walls, light fixtures, and ceilings. • Clean halls, restrooms, locker rooms, etc. <p>E. Perform other related work as assigned.</p>
5%	<p>5. Prioritize assignments and maintain required documentation.</p> <p>A. Initiate and/or prioritize work assignments as required to meet established maintenance objectives.</p> <p>B. Forward necessary documentation related to parts, materials, supplies pick-ups and deliveries to Admin Clerk.</p> <p>C. Conduct periodic inventories of cleaning and maintenance materials supplies.</p> <p>D. Record maintenance and operational data relative to building systems.</p> <p>E. Provide complete and accurate documentation of work accomplished in a timely manner.</p>

12. Primary knowledge, skills and abilities required:

Working knowledge of building maintenance and custodial practices and procedures, and the tools, equipment, supplies, and materials common to this work. Knowledge of heating, ventilating and air conditioning mechanical systems. Ability to perform a wide variety of semi-skilled maintenance tasks involving minor painting, carpentry, plumbing, roofing and electrical work. Ability to maintain facility grounds, and to operate snow removal equipment. Ability to understand and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to work independently, and to exercise judgment. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain routine records. Ability to use computers in performing and recording maintenance activities. Skill in the use of common hand and power tools utilized in building maintenance. Ability to maintain adequate attendance.

13. Special tools and equipment required:

General power and hand tools. Pick up truck with plow and lift-gate.

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license or ability to meet the transportation requirements of the position in question.

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds and perform work while walking/standing for a large percentage of time. In addition,

they must be able to frequently bend, twist, squat, climb (including ladders) and reach. This position requires the incumbent to work outdoors in all types of weather.

16. Supervision received (level and type):

Employees exercise judgment and discretion in identifying and completing necessary maintenance and repair tasks under the general supervision of a Maintenance Electrician or Maintenance Mechanic 2.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.