



ORGANIZATION: City of Lincoln City
JOB TITLE: Building Maintenance and Security Worker
FLSA STATUS: Non-Exempt, Grade 7
UNION: AFSME
UPDATED: June 2016

PURPOSE OF POSITION: Perform routine custodial and limited building maintenance duties that do not require State licensing. Maintain cleanliness and appearance of City buildings. Provide building security during shift and after hours as directed.

ESSENTIAL JOB FUNCTIONS:

Perform routine and semi-skilled interior and exterior maintenance including work layout and design, painting, carpentry, cleaning and minor construction and limited heating/cooling, plumbing/electrical fixture repair or replacement within established State guidelines. Repair damage caused by vandalism.

Clean offices and public areas in City buildings. This may include: sweeping; mopping; waxing floors; vacuuming and cleaning rugs and carpets; dusting and polishing furniture; cleaning and sanitizing restrooms, and emptying trash. It also includes stocking supplies as needed and notifying designated personnel when stock is low.

Maintain cleanliness and appearance of exterior areas. Sweep, pick up trash, wash walls, clean windows, hose off sidewalks, etc.

Perform set-up and minor maintenance on furniture and fixtures.

Detect and report improper operation, faulty equipment, defective materials and unusual conditions to appropriate personnel.

Monitor public areas from a security standpoint, remaining alert for fire, attempts at theft, or behavior that may cause damage or distress to building users, equipment or materials.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Open building as directed and lock and secure building upon departure.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct safety issues as directed.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent and at least two years experience in performing building maintenance duties, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Considerable knowledge of equipment, materials and methods used in routine custodial and semi-skilled facilities maintenance work e.g. plumbing, electrical, air conditioning, sprinkler systems, etc., and related safety precautions. Knowledge of hazards associated with supplies and equipment used in performing the duties of the position. Knowledge of general building security techniques and ability to defuse situations.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license. Must also possess a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Specialized training and experience in facilities maintenance methods and techniques.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, push, pull, twist, balance, climb, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds. Manual dexterity and coordination are required over 80% of the work period while operating building maintenance and custodial equipment. Must be available to act as an Emergency Responder.

WORKING CONDITIONS: The work takes place primarily in office conditions. Exposure to cleaning solutions/chemicals. Exposure to noise while operating various equipment, however hearing protection is not required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director. Takes direction from the Lead Building Maintenance Worker.