



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>BUILDING MAINTENANCE WORKER</b>		
Department:	Building Maintenance		
Supervisor:	Building Maintenance Supervisor		
Date:	February 2012	Position No.	BM/2
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for the maintenance of city buildings and grounds. An incumbent in this position may be designated Senior Building Maintenance Worker.

## Job Scope:

The purpose of this position is to maintain city buildings and grounds. Successful performance helps ensure the maintenance and beautification of city buildings and grounds.

## Essential Duties and Responsibilities:

1. Performs building maintenance and repair duties, including plumbing, electrical, carpentry, and related tasks.
2. Installs and repairs wiring, switches, outlets, light fixtures, and door openers.
3. Makes minor furnace repairs.
4. Builds and remodels structures; installs interior and exterior walls, ceilings, floors, doors, and cabinets.
5. Patches, repairs, and sands surfaces; paints interior and exterior of buildings.
6. Cleans drains and pipes; installs plumbing fixtures and faucets; makes plumbing repairs.
7. Installs roofing; repairs roof leaks.
8. Builds and finishes cabinets, bookcases, wall shelves, desks, sheds, doors, and awnings.
9. Maintains city grounds: trims trees, seeds and rakes grassy areas, and mows grass.
10. Removes snow and ice from city sidewalks and building entrances.
11. Maintains a safe and clean shop area.
12. Maintains daily log of repairs.

13. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High school diploma or GED
2. One year experience using hand tools and some knowledge of maintenance needs of public buildings
3. Missouri drivers license
4. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of construction techniques and practices.
2. Knowledge of the carpentry, electrical, and plumbing trades.
3. Knowledge of maintenance and repair techniques.
4. Knowledge of equipment operation and maintenance.
5. Knowledge of safety guidelines.
6. Skill and ability to deal with the public, customer service.
7. Skill in operating various hand and power tools and grounds maintenance equipment.
8. Skill in oral and written communication.

**Guidelines:**

1. Building codes, city policies and procedures, and safety regulations. These guidelines are generally clear and specific, but may require some interpretation in application
2. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related building and maintenance repair duties. Inclement weather and electrical hazards contribute to the complexity of the work.

**Principal Working Relationships:**

1. Contacts are typically with co-workers, other city employees, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Employee must be physically able to operate a variety of machines, tools, and equipment which may include a motor vehicle, computer, generator, power tools, and hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of moderate to heavy work.

**Work Environment:**

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.