



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	BUILDING SERVICES WORKER		
Department:	Building Maintenance		
Supervisor:	Building Maintenance Supervisor		
Date:	February 2012	Position No.	BM/3
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for cleaning and maintaining city buildings and grounds. An incumbent in this position may be designated Senior Building Services Worker.

Job Scope:

The purpose of this position is to clean and maintain city grounds and buildings. Successful performance helps ensure the maintenance of city grounds and buildings and affects the city's public image.

Essential Duties and Responsibilities:

1. Opens buildings.
2. Removes trash; empties ashtrays.
3. Cleans restrooms.
4. Sweeps and mops floors; vacuums carpets; strips and waxes floors; buffs floors.
5. Dusts furniture, shelves and woodwork.
6. Provide information to the public as needed
7. Provide security as necessary
8. Cleans glass.
9. Change light bulbs.
10. Performs minor plumbing repairs.
11. Mows and edges lawn; trims trees and hedges.
12. Stocks hand towels and toilet paper in restrooms; replaces deodorizer.

13. Refills supply closets; picks up supplies.
14. Sets up meeting rooms.
15. Weeds plant beds.
16. Waters grass and flower beds.
17. Performs minor building repairs, including painting and ceiling tile replacement.
18. Removes snow and ice from sidewalks and building entrances; salts sidewalks.
19. Replaces furnace and air conditioning filters.
20. Routinely tests generator, smoke alarms, and fire extinguishers.
21. Installs and removes holiday decorations.
22. 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. Some knowledge of hand tools and of maintenance needs of public buildings
3. Some experience in routine building custodial work
4. Missouri driver's license
5. 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. Requires lots of general public contact.
2. Knowledge of cleaning and custodial practices.
3. Knowledge of safety practices involved in building and custodial work.
4. Knowledge of department policies and procedures.
5. Skill in operating equipment and machines used in building maintenance.
6. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures, safety guidelines.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related building and grounds maintenance duties.

Principal Working Relationships:

Contacts are typically with co-workers, other city employees, contractors, and vendors.

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 light to moderate 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.