JOB DESCRIPTION

MAINTENANCE WORKER I/FACILITIES

Department:	Public Works	**Classification/Grade:**	15
Division:	Facilities	**FLSA Status:**	Non-Exempt
Reports to:	Facilities Crew Leader	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform preventive and regular installation and maintenance and repair activities to City facilities. Complete assignments as given by superiors.

ESSENTIAL JOB FUNCTIONS AND RESPONSABILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform minor repairs, remodels, and maintenance of facilities.
3. Perform scheduled preventative maintenance on City of Mesquite facilities, such as filter changes, lighting and building checks, and other scheduled tasks.
4. Maintain and operate facilities vehicles and equipment, including landscaping tractor, pesticide sprayer, power tools, etc.
5. Be dependable and meet acceptable attendance requirements at all times.
6. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. May be assigned to assist Facilities Worker II and Facilities Worker III in their duties.
B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of the position.

Knowledge of:

- Maintenance, construction, and repair methods and procedures used in assigned area.
- Construction tools and equipment.
- Safe and effective operating practices of light equipment operation and chemicals.
- Electric maintenance background.

Ability to:

- Operate heavy equipment and power tools used in public works maintenance operations.
- Handle heavy physical labor.
- Work independently in the absence of supervision and adapt to varying work assignments.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or G.E.D.
Experience: One year experience in facilities maintenance.
Training: Classes as required to perform job.
License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties are performed both in City buildings and outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration; heavy construction equipment, dust, traffic. Requires weekend, holiday and evening work and will be subject to 24 hour call back for emergency conditions.

Physical Requirements:

Physical demands requires standing, climbing, stooping, twisting, kneeling, walking, bending, reaching and performing heavy manual work in confined and cramped spaces and uncomfortable conditions, and standing for long periods of time. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required.

Job Hazard/Risk Factors:

Employees risk hazard from power tools and cleaning solvents, mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, and working in and around hazardous gases, fumes, paint, chemicals and pesticides. May be required to work in heights in excess of 20 feet.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
October 2007
October 2009
May 2013 (Safety Sensitive)