



CITY OF URBANA
Human Resources Division

BUILDING MAINTENANCE WORKER

JOB DESCRIPTION

Division: Operations Division
Department: Public Works
Reports To: Public Facilities Supervisor
FLSA Status: Non-Exempt; Civil Service, AFSCME

JOB SUMMARY

Maintains municipal buildings, equipment and property; provides direction and monitors part time Building Maintenance person and/or seasonal workers; performs remodeling and new construction tasks including the plumbing, electrical and mechanical utilities.

ESSENTIAL FUNCTIONS

- Replaces light bulbs and repairs light fixtures as needed.
- Changes furnace and air conditioner filters and belts; oils furnace and air conditioner motors quarterly.
- Prepares work orders after finishing each job; prepares maintenance schedules.
- Purchases minor tools and materials necessary for work orders.
- Provides direction and monitors daily tasks and periodically assigns work performed by seasonal workers; provides performance feedback to Public Facilities Manager about the work performed.
- Performs major and minor remodeling tasks including painting walls.
- Performs repairs on masonry and roofing.
- Performs plumbing repairs.
- Keeps van adequately stocked with tools and supplies.
- Removes snow from walks using snow blower, broom, or shovel and salts walkways when assigned.
- Assists operations crew with snow plowing as assigned.
- Assists meter maintenance crew with collection activities as assigned.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE OF:

- Basic math and communication skills typically acquired through graduation from high school and two years experience in remodeling and new construction or maintenance of commercial or residential property.
- Materials, methods and equipment used in remodeling and construction.
- Carpentry equivalent to that earned in a four-year carpentry apprenticeship.
- Basic maintenance and operation of heating, ventilation and air conditioning systems.
- Basic electrical and plumbing systems maintenance and repair.

ABILITY TO

- Assign work to other employees (Part-time Building Maintenance person and/or seasonal employees), provide clear directions, monitor that work is completed correctly, and provide performance feedback to Public Facilities Supervisor.
- Perform tasks under adverse weather conditions.
- Lift 50 pounds on a regular basis.
- Operate City vehicles requiring a State of Illinois Class B, Commercial Drivers License, Air Brake Endorsement.
- Perform safety-sensitive functions in accordance with federal requirements.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a State of Illinois Class B, CDL, Air Brake Endorsement driver's license (or be able to obtain one within 15 days of hire) and have a safe driving record.

RESPONSIBLE FOR:

- The safe operation of City vehicles and equipment.
- Responsible for routine maintenance of equipment used.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other departments.
- Frequent contact with suppliers, vendors, and contractors.

WORK ENVIRONMENT

- Works indoors and out-of-doors.
- Works with potentially hazardous chemicals.
- Works on ladders.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman
Signature

11/26/2011
Date

Approved By: _____
Department Head

Date

Approved By: _____
Human Resources Mgr.

Date

Approved By: _____
Civil Service Commission

Date