

# Building Maintenance I

**DEFINITION:** This part time position performs a variety of custodial and routine maintenance tasks involving the cleaning, maintenance, and repair of facilities, walkways, equipment, and adjoining premises.

**DISTINGUISHING CHARACTERISTICS:** This position reports to the City Management staff as required.

**ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).**

1. Following established procedures or verbal instructions, selects the proper chemicals and supplies and effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
2. Dusts, sweeps, mops, vacuums, and polishes surfaces and floors.
3. Operates floor cleaning machines, buffers, and carpet cleaning machines.
4. Performs special cleaning tasks such as disinfecting contaminated or frequently used areas.
5. Moves furniture, equipment, and other items such as files, partitions, supply boxes, displays, storage containers, etc.
6. Empties and cleans waste containers; transports waste materials to appropriate containers.
7. Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users. Maintains proper inventory of cleaning materials and supplies at assigned workstations.
8. On a daily basis as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
9. Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to appropriate City Management staff.
10. Cleans/maintains animal kennels at the City/County Animal Shelter.
11. Assists the Animal Control officer with:
  1. The control and abatement of infestations and spread of disease.
  2. First aid for injured animals and/or transporting injured animals as needed and disposes of dead animals as needed.
  3. Promotes public awareness of laws, ordinances and codes that pertain to animal control.
  4. Assists with euthanizing impounded animals which are not claimed within the time mandated by state law or governmental policy and violent or potentially harmful animals.

5. Operates various equipment utilized at the animal shelter; and maintains said equipment.
6. Maintains records and reports.
7. Performs various office support activities.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Abilities:**

#### Knowledge of

- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities, including those used in the care of animals and maintenance of the animal shelter;
- Proper handling and use of chemicals, solvents, and other potentially hazardous materials;
- Cleaning and disinfecting procedures; and
- Appropriate tools or equipment for cleaning specific areas or performing routine maintenance tasks.
- Concepts, principles, and practices of animal control;
- Relevant laws, ordinances, codes, and policies related to animal control;
- Basic methods of subduing animals and protecting on lookers
- Safety precautions and hazards arising out of the handling of sick and/or aggressive animals;
- Basic care and handling of various types of animals;
- Basic first aid

#### Ability to

- Understand and follow written and oral instructions;
- Use cleaning equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;
- Perform trash removal; and
- Communicate and interact courteously and effectively with the general public, law enforcement personnel, and animal care providers.
- Observe events accurately;
- Assess situations and take action expeditiously;
- Communicate and interact courteously and effectively with the general public, law enforcement personnel, and animal care providers;
- Give chase on foot;
- Identify symptoms and behaviors associated with common domestic animal diseases and routine injuries;
- Prepare accurate and thorough reports;
- Operate city vehicles, radios, and other animal control tools and equipment;

- Read maps and follow directions; and
- Handle and account for money.

**Required Certifications and Licenses:**

None

**Experience and Training:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Education level sufficient to have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally.

**Physical and Mental Requirements:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to drive and walk for long distances; stamina and flexibility to bend, squat, twist, reach, walk, and run on irregular surfaces; strength and stamina to regularly chase, control, lift, and carry live and dead animals; strength, stamina, and dexterity to climb to heights; ability to carry or move cages, food, and equipment; ability to work in confined spaces; hearing to perceive spoken communications in noisy environments; coordination and dexterity to perform several tasks simultaneously when handling animals; manual dexterity, motor skills, and cognitive ability to write reports and complete forms either by hand or via computer; periodic moving or lifting of objects weighing up to 50 pounds and occasional moving of objects weighing up to 100 pounds. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions.

The majoring of this position is performed indoors. However, Incumbents are sometimes exposed to disagreeable weather conditions such as extremes of cold, heat, dampness, wind, dust, and fumes. Incumbents are also exposed to moderately

disagreeable working conditions, to include dust, dirt, odors and fumes. Incumbents are also exposed to unsanitary conditions such as those found in restrooms. Noise levels in the shelter areas may be high due to confined animals. Position is exposed to dead, injured, and diseased animals and animal waste products. Euthanasia or destruction of animals may be considered extremely disagreeable .

**FLSA Status:** Non-Exempt

6/11/21

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_