

FACILITIES MAINTENANCE WORKER I (Part-time)

General Definition of Work:

Performs responsible semiskilled work in the cleaning and maintenance of City buildings and facilities; does related work as required. Work is performed under the regular supervision of the Recreation Facility Coordinator.

Essential Functions/Typical Tasks:

Performing building cleaning and preventative maintenance tasks.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintaining, cleaning, and performing minor repairs at the Community Center Complex, and other City buildings and facilities as needed and directed.
- Sweeping, mopping, buffing and vacuuming floors; dusting, polishing and cleaning surfaces; stocking paper and cleaning products; washing windows and glass doors; kitchen and bathroom cleaning; outside maintenance, e.g. blowing off sidewalks, pressure washing, picking up litter, and emptying out cigarette containers; performs other cleaning and maintenance tasks as needed and assigned.
- Prepares rooms for meetings and events; sets up tables, chairs and equipment; checks on events from time to time to make sure they have enough trash bags, clean up any spills that might have occurred, and provide other customer service as needed; after meetings and events breaks down all the tables and chairs, cleans and mops the room.
- Performs minor maintenance such as changing light bulbs, hanging pictures, changing filters, and other routine building maintenance tasks.
- Proactively seeks to ensure that the community center is kept up at a high standard, and are clean and welcoming to all visitors and customers. Works independently and seeks to identify and resolve cleaning and maintenance issues without constant supervision and direction.
- High level of customer service and professionalism at all times when interacting with the public. Promotes the City at every opportunity to ensure visitors and customers have a positive experience when utilizing City buildings and facilities.
- Completes work orders as required and assigned.
- May be required to work outside normal work hours in emergency or on-call situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Knowledge of cleaning and maintenance methods; some knowledge of occupational hazards and appropriate safety precautions; skill in the use of cleaning tools and products; skill in performing minor building maintenance tasks; ability to understand and follow oral or written instructions; ability to perform the essential job functions; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and some experience in custodial and/or building maintenance work.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida.