

 **City of Pendleton**

 **Job Description**

 **Building/Utility Worker**

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| --- | --- |
| **Department**: Parks & Recreation, Facilities Division  | **FLSA**: Non-Exempt |
| **Reports to**: Facilities Superintendent  | **Representation**: SEIU |
| **Pay Range**: Salary Range 11  | **Date**: 10/21/10 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Performs a variety of custodial duties in City buildings. Assists with general building maintenance at City buildings and facilities. Is responsible for inventory of custodial supplies and maintaining MSDS books for all departmental offices. Performs related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Performs general custodial services as required. Duties include: vacuuming, floor polishing, cleaning restrooms, dusting, refuse removal and other routine cleaning duties. Also responsible for periodic deep-cleaning, such as cleaning windows, blinds, floor waxing, carpet shampooing, etc.

2. Is responsible for the daily custodial activities of all City facilities, which includes providing direction and oversight to the part-time custodial staff. May assist in resolving workplace problems.

3. Is responsible for inventory control of custodial supplies. This includes monitoring the stock levels to assure adequate supplies are maintained, determining what products are needed (and recommending changes in product), and ordering supplies.

4. Performs general building maintenance activities as required. Examples include: servicing the HVAC units (such as cleaning and changing filters); replacing lamps and bulbs in light fixtures; painting; doing minor plumbing repairs (such as fixing leaky faucets or plugged toilets, or replacing plumbing fixtures); and responding to department requests for maintenance (such as a broken bookshelf or desk drawer). Notifies supervisor of facility deficiencies when noted.

5. Participates in construction and repair projects for City facilities. Examples include assisting with building a picnic shelter; assisting with a roof repair; assisting in a building remodel.

6. Maintains the Material Safety Data Sheets (MSDS) books by keeping them up-to-date with current MSDS sheets for all chemicals used in the department. Ensures that the books located at different facilities are updated. Orders MSDSs for all new chemicals.

7. Maintains the fire extinguisher logs to assure that fire extinguishers at all departmental facilities have been serviced when required in accordance with OSHA rules. Coordinates servicing of fire extinguishers when needed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Performs general pool maintenance, such as cleaning pool facilities, preparing for painting, painting and helping to winterize.

2. Assists with quarterly safety reports.

3. Attends staff meetings and training as required.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Does not routinely perform the higher level of construction and maintenance as required by the Building Maintenance Technician, the next higher in a 3-level series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Sufficient education to insure the ability to read instruction manuals and blue prints, fill out forms and orders and to follow a written schedule. High School Diploma (or GED) is required.
2. Supplemented by specialized training in building technology, maintenance management or a closely related field is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Commercial or institutional cleaning experience is highly desirable for this position. Four (4) years of experience working in custodial, building maintenance and general construction preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Certification in chlorine handling required within 1 year of hire;

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

* 1. Knowledge of basic cleaning methods and techniques.
	2. Knowledge of and ability to use tools and equipment used in building maintenance, reconstruction, and repair.
	3. Knowledge of City policies, procedures and regulations related to area of work.
	4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
	5. Ability to read and understand instructions, blueprints, and follow a written schedule.
	6. Ability to operate commercial cleaning equipment such as vacuum and floor polishers.
	7. Ability to perform manual cleaning and maintenance tasks.
	8. Ability to oversee the work of custodial staff.
	9. Ability to work independently in the absence of supervision.
	10. Ability to establish and maintain effective working relationships.
	11. Ability to work as a team member.
	12. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[ ]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Vehicle - Pickup and trailer
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position does provide lead worker direction and review of the work of part-time and temporary custodial staff.
3. This position reports to the Facilities Manager. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[x]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here 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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium.
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe) work on and around power tools and equipment \_\_\_%

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: 10/21/10

Adopted:

Revised: July, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.