



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Facilities Maintenance Worker***

Departments: Airport, Transit, WPC

Reports to: Maintenance Supervisor

Pay Grade H06

Date Established: 3/2014

Date Revised: 07/2019

FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Facilities Maintenance Worker performs maintenance, light construction, grounds keeping, and repair duties on public buildings and grounds and related facilities. The job performs and assists in performing electrical, plumbing, carpentry, painting, welding and equipment maintenance duties. Grounds keeping duties include landscaping, mowing, trimming trees, fertilizing, irrigation and pest and weed control.

The job requires knowledge of building trade skills, grounds maintenance skills, and the ability to operate the tools and equipment required to complete the assigned tasks. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a building maintenance environment and outdoor weather conditions including extreme temperatures. The job works at heights and is occasionally exposed to hazardous chemicals, street traffic, noisy and/or loud equipment, moving vehicles, heavy equipment, and power systems/tools which subjects the employee to mechanical, electrical, and traffic hazards. The job requires operating light equipment and power tools and operating vehicles, which may include a truck and tanker trailer.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Performs building maintenance and repair work on assigned department facilities and structures, including, but not limited to, cleaning, carpentry, painting, electrical, plumbing, welding, and concrete assignments. Performs grounds maintenance including mowing, fertilizing, pest and weed control, and snow and ice removal.

Performs and assists in performing maintenance and repair work on department equipment and vehicles and related electrical, plumbing, mechanical, and structural systems.

Maintains, services and repairs equipment and tools. Maintains inventory of fuels and fuel additives, including ordering, and prepares and maintains records and reports on fuel usage.

Maintains work orders, maintenance, and inspection records. Maintains tools and equipment.

May weld and fabricate parts as needed. May perform the duties of other workers in assigned department as needed.

May directs work activities of seasonal or part-time employees.

#### **Airport Specialized Duties:**

- requires specialized knowledge of Federal Aviation Administration (FAA) airport maintenance standards and field condition reporting requirements and Transportation Security Administration (TSA) regulations related to airport operation and security.
- Observes wildlife activities and habitat; identifies potential hazards and responds to reports of potentially hazardous wildlife activities. Takes appropriate action to mitigate hazards.

Transit Department Specialized Duties:

- may perform mechanical repair work on light vehicles and equipment.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

**CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

**Knowledge of:**

- Building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, welding, and concrete;
- Grounds maintenance skills, including but not limited to, mowing, planting, weeding, pruning, irrigation, fertilization, turf and/or pest control, and snow removal;
- Maintenance and grounds keeping equipment and tool maintenance and repair methods;
- Applicable regulations and policies regarding safe application of fertilizers, herbicides, and pesticides.
- Federal regulations and City policies regarding safe work practices relating to fuel storage, use of equipment, power tools, ladders and power lifts, grounds keeping equipment, and repair and maintenance materials;
- State, local, and other applicable building, safety, and health codes and regulations;
- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Maintain and repair electrical, plumbing, mechanical, and related operating systems;
- Operate and maintain power equipment, including but not limited to, grounds keeping and turf equipment, riding and walk-behind mowers, trimmers, tractor, snow removal equipment, and related equipment;
- Operate hand tools;
- Operate and maintain equipment including, but not limited to, backhoe, forklift, and skidster;
- Operate a motor vehicle, including a semi-truck and tanker trailer;
- Operate a personal computer;
- Operate, adjust, and monitor automated sprinkler control systems;
- Direct the work activities of seasonal and/or part-time employees;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance records, logs, and documentation;
- In Transit Department – Troubleshoot and repair light, medium and heavy equipment;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Class A CDL with trailer endorsement required for WPC Department\*;
- Class B CDL with airbrake and passenger endorsements required and Diesel Technician certification is preferred, for Transit Department\*;
- Class B CDL with airbrake endorsements required for Airport \*

- One (1) year of general maintenance experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 100 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **\*Hiring Note:**

The Facilities Maintenance Worker position requires the following license and endorsements per department:

- WPC positions: Class A CDL with endorsements
- Transit: Class B CDL with airbrake and passenger endorsements
- Airport: Class B CDL with airbrake endorsement

within six (6) months of hire. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.