



Job Title	Maintenance Services Worker	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	4	Job Code	12721

Class Specification – Maintenance Services Worker

Summary Statement:	
The purpose of this position is to perform custodial duties for assigned facilities and surrounding grounds; perform ongoing routine maintenance, preventive maintenance, basic construction, and minor repair at assigned municipal facilities as required; and to ensure work quality and adherence to established policies and procedures.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of custodial and basic building and ground maintenance services for assigned program. Perform various custodial tasks for assigned facilities; follow approved sanitation and cleanliness standards; clean and mop floors; shampoo and vacuum carpets; clean bathrooms; clean windows; and empty trash receptacles and compactors as needed. Perform basic landscape maintenance activities; maintain flowerbeds and shrubs; remove trash and debris from lawn areas; and operate a snowplow to keep walkways and parking lots free of snow and ice.
25%	Respond to the more routine heating, plumbing and electrical system malfunctions at assigned facilities; and recommend and perform repairs according to established industry standards. Assist in loading and unloading furniture for removal to storage units; and operate assigned vehicle to retrieve and deliver supplies and equipment.
20%	Perform preventive maintenance on equipment as assigned; and inspect equipment before use. Complete daily operations reports and logs as assigned. Clean and maintain tools, vehicles, supplies, and equipment. Respond to requests and inquiries from the general public; and provide tours of facilities as requested.
15%	May prepare public housing units after tenants vacate the premises; ensure that all amenities and systems of assigned housing unit are functioning properly; ensure that all assigned units are safe and fit for dwelling; repaint walls as needed; replace doors, windows, and screens as needed; and change door locks.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.



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Reading: Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience: Some general maintenance experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Basic tools for repairs.

Specialized Computer Equipment and Software: N/A

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015