

CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description: Facilities Maintenance Technician I
Department: Public Assets
Position Grade: 14
Supervisor: Parks and Facilities Manager
FLSA Status: Non-exempt
Revision Date: May 2018

POSITION SUMMARY

The Facilities Maintenance Technician I reports to the Parks and Facilities Manager; performs a variety of unskilled and skilled tasks in the custodial care and maintenance of City owned facilities.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs custodial and maintenance work
 - 1.1 Sweeps, vacuums, mops, dusts, waxes, polishes, and buffs floors, carpets, and furniture
 - 1.2 Orders custodial and maintenance supplies
 - 1.3 Dumps garbage and picks up litter from around buildings and grounds
 - 1.4 Cleans and sanitizes restrooms and replenishes supplies
 - 1.5 Cleans drinking fountains, tables, walls, fixtures, blinds, light fixtures, etc.
 - 1.6 Inspects and maintains assigned custodial equipment for proper operating condition
 - 1.7 Evaluates status of facilities and performs or schedules needed repairs as directed
 - 1.8 Keeps records of work completed
 - 1.9 Performs grounds maintenance as needed to include snow removal
 2. Prepares facilities for public use
 - 2.1 Opens and closes, locks and unlocks facilities as needed
 - 2.2 Arranges facilities for special events i.e. sets up and takes down tables and chairs
 - 2.3 Maintains security during center activities
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MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent and two years experience in repair, maintenance or custodial work, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of equipment, materials and supplies used in building and grounds maintenance; knowledge of equipment and supplies used to do minor repairs.
2. Skill in operation of floor buffers, carpet cleaners, vacuum, mop, broom and dusting equipment.

3. Ability to communicate effectively, both verbally and in writing; ability to work independently and to complete daily activities according to work schedule; ability to use equipment and tools properly and safely.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand and talk or hear. The employee is occasionally required to walk, run, use hands to feel objects, tools or controls, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places, and exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE RANGE: Grade 14 - \$13.56 to \$20.51 per hour - typically hire at minimum

HOURS: Monday - Friday - 8 AM to 5 PM

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.com and fax to 801-412-3276
or apply in person:

CITY OF SOUTH SALT LAKE, 220 EAST MORRIS AVENUE (2430 South), 2nd
FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN
AND BACKGROUND CHECK

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