

# **FACILITIES MAINTENANCE WORKER IV-2002**

**Date:** October 2009

**Department/Division:** Library/Maintenance Services

**FLSA:** Non-Exempt

**Reports to:** Office/Facilities Supervisor

## **PURPOSE OF POSITION**

Under general direction of the Office/Facilities Supervisor, performs a variety of skilled and semi-skilled building and grounds cleaning and maintenance tasks involving Library facilities and mechanical systems.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Cleans floors; mops, sweeps, waxes, and vacuums; operates floor scrubber, picks up trash and performs related custodial duties.
- Cleans and sanitizes restroom facilities.
- Washes and dusts walls, windows and related fixtures and furniture.
- Maintains proper inventory of supplies and reorders when needed.
- Checks heating and cooling equipment, and performs minor repairs and maintenance including replacement of filters and cleaning of roof vents.
- Makes minor mechanical, plumbing and building repairs.
- Maintains and cares for interior and exterior decorative plantings and trees.
- Drives vehicle to deliver, load and unload materials and supplies to various city facilities, handles mail.
- Participates in snow removal activities including shoveling of snow.
- Arranges furniture, sets up chairs and tables for special events and meetings.
- Maintains good public relations through courteous and prompt attention to all citizen requests for services.
- Maintains regular and punctual attendance at work.
- Regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from standard high school or GED and at least one year of work experience in building and grounds maintenance and cleaning, or any combination of experience and training which provides the required knowledge, skills and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another

person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Knowledge of the safety hazards associated with electrical and mechanical equipment and cleaning chemicals; tools and equipment used in the building trades and building maintenance. General knowledge of cleaning practices and procedures, chemicals, equipment, and supplies sufficient to provide efficient and effective use. General knowledge of HVAC systems and related equipment sufficient to diagnose routing problems and make minor repairs.

**Language Skills and Interpersonal Communication**

Requires the ability to read, interpret and apply written data and instructions and specifications such as those found in service manuals and technical specifications; follow written and verbal directives. Ability to establish and maintain effective working relationships with city officials and staff and the general public.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to environmental hazards such as heat, cold, odors, chemicals, and power tools which may cause injury or irritation but are not likely to cause serious injury when proper safety devices and procedures are followed. Occupational hazards include the possibility of electrical shock, chemical irritations or burns, injury from contact with power tools, strains from the use of physical force, and frequent contact with bodily waste and fluids that may result in exposure to contagious diseases.

**Special Requirements**

A valid Motor Vehicle Operator's License issued by the State of Iowa.

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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766

Dated 10/05/09