



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Facilities Maintenance Technician

JOB-BAND CLASSIFICATION: Recreation/City Hall/Public Grounds

Definition: Under general supervision of the Recreation/Public Grounds Director performs a variety of tasks involving maintenance, custodial, and grounds keeping duties at the Fuller Hall Recreational Center, Webster City Municipal City Hall, Indoor and Outdoor Public Pools & Wilson Brewer Historical Park.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

Level I:

- Maintain public areas, facilities and equipment including sweeping, mopping, scrubbing, waxing and polishing floors; cleaning toilets, sinks mirrors, showers; dusting and cleaning furniture and floors; moving furniture and other heavy objects; replacing light bulbs and tubes, washing windows, walls and blinds; vacuuming floors and carpets; emptying and carrying out trash; assisting with setup and cleanup of various functions such as facility rentals, open houses, meetings, etc.; and other miscellaneous related custodial duties.
- Paint facilities as needed and as directed.
- Remove snow at entries and in other areas as needed, pick up trash outside, and perform routine outside duties including mowing and weeding of facility grounds and trimming trees.
- Required to report to assigned worksite as scheduled.
- Perform related duties as assigned.
- Maintain confidentiality of work-related issues and City information.

Level II:

- All level I functions.
- Perform variety of duties related to maintenance and operation of municipal

pools, including but not limited to maintaining pumps and motors, regularly checking water readings, filters, pump valves, tanks, gauges and vents.

- Perform repair work in and around pools, filter room, chlorine room and on the pool decks.
- Visually inspect all diving boards, ladders, guard chairs, etc.
- On a seasonal basis, clean and drain pools; winterize, drain water lines, etc.
- Operate variety of cleaning machines, including but not limited to; floor scrubber, steam cleaner, power washer, weed eater, mower, snow removal equipment, pool vacuum.
- Perform minor maintenance including plumbing or making other minor repairs as needed.
- Coordinate and oversee other repairs at facilities as needed and approved by Director.
- Order and maintain related supplies and chemicals.

Level III:

- All Level I & II functions.
- Make decisions and take appropriate action to solve maintenance issues and problems.
- Make recommendations for budget items or building improvements.
- Assist with preparing and administering facility budgets as appropriate.
- Monitor expenditures in accordance with established procedure.
- Coordinate periodic safety inspection and maintenance of facilities and grounds.
- Maintain maintenance records and develop reports concerning facilities as required.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Level I: May supervise part-time/seasonal staff along with the supervision of facilities and facility users as needed.

Level II: Same as Level I.

LEVEL III: Same as Level I.

Required Competencies:

Level I: Includes, but is not limited to, the following:

Customer Service – Greet facility users via telephone and in person. Portrays a positive public image at all times and deal with questions and concerns about the facility and programs.

Cooperation – Willing to work as a team and willing to work with all members of city staff, outside agencies, and general public.

Organizational Skills – Ability to plan, organize and implement a variety of maintenance activities.

Decision Making Skills – Ability to make sound decisions and purchases within the limits of the job function.

Research Skills – Ability to utilize resources and locate information necessary for all job duties.

Communication Skills – Must be able to effectively communicate both orally and in writing with the general public and co-workers to build a team concept.

Clerical Skills – Ability to use several forms of office equipment, including but not limited to, computers, typewriters, cash registers, and copy machines.

Level II: Above, plus assist in organization, planning and coordination of maintenance duties.

Accounting Skills – Responsibility for assets, maintaining records, and working within city budget.

Mechanical Skills – Ability to use tools, have a knowledge of the maintenance and upkeep of pools, exercise equipment, and other mechanical devices.

Level III: Above, plus take initiative in developing, implementing and monitoring of facility maintenance. Participate in budgeting process, including monitoring program budgets as needed.

Education, Experience and Technical Skills Required:

Level I: High School Diploma or equivalent along with 6 – 12 months of prior custodial/maintenance work experience. Must possess a valid Iowa Driver License; obtain First Aid and CPR Certification within six (6) months of employment. Must obtain certification as a Certified pool Operator within 9 months of hire.

Level II: Above, plus maintain certifications.

Level III: Above, plus certification as a Certified Commercial Pesticide Applicator, obtain CDL Driver's License, pool maintenance and operation experience.

Physical and Environmental Requirements:

Ability to talk, write, read, reach, hear, see, grasp, and maintain a rapid work speed. Active work with the ability to sit, walk and/or stand for several hours during work time. Must have the ability to bend, stoop, and lift, along with the ability to carry, push, or pull relatively heavy objects. Involves a variety of working conditions including extreme heat and cold.

FLSA/Wage Hour Status: Non-Exempt