

PERSONNEL COMMITTEE

14-0111R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF SENIOR FACILITIES MAINTENANCE WORKER, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of senior facilities maintenance worker, which were approved by the civil service board on March 4, 2014, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 27, \$3,468 to \$4,059 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR HD 20 2/27/2014

STATEMENT OF PURPOSE: This new classification was created to form a position that combines janitorial supervisory duties as well as maintenance worker duties. The goal is to have this person supervise the janitorial staff at all of the main customer focused facilities and act as the day to day supervisor filling in and helping with cleaning and maintenance. The pay range negotiated for the classification is Range 27, \$3,468 to \$4,059 per month.

SENIOR FACILITIES MAINTENANCE WORKER

SUMMARY/PURPOSE

Perform, and provide direction and training to assigned staff in; a variety of routine cleaning, custodial, and maintenance duties in assigned City facilities to ensure that facilities meet division standards for cleanliness and maintenance. Coordinate the work of assigned staff and contractors performing work or providing building related services at assigned facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Inspect assigned City buildings and grounds to ensure clean and safe conditions.
2. Evaluate the need for minor building or equipment repairs; make and supervise minor repairs; report building staffing and maintenance/repair needs to supervisor on a regular basis.
3. Coordinate with contractors and vendors to complete facility maintenance, repair or project work at assigned facilities, and ensure that building occupants are informed of any impacts and all disruptions to city business are minimized.
4. Assist with the annual budget preparation.
5. Determine priorities, assign work to personnel, and coordinate schedules to ensure timely completion of work.
6. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
7. Review work of team members for completeness and quality, and provide feedback as needed.
8. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
9. Train personnel in correct and safe operating procedures.
10. Direct assigned personnel in the execution of repair projects.
11. Disseminate information to employees through bulletins and other communications.
12. Order supplies, maintain records, and prepare reports as directed.
13. Perform the duties of janitorial and maintenance staff as needed.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Three (3) years of verifiable experience in custodial maintenance work and cleaning in commercial buildings; OR three (3) years verifiable experience in building maintenance, general construction, or another related trade.
 - B. One (1) year leadership experience.
2. Knowledge Requirements
 - A. Thorough knowledge of floor cleaning and maintenance materials, methods, and equipment.
 - B. Knowledge of building codes.
 - C. Knowledge of general laws and rules regulating building maintenance and repair practices.
 - D. Knowledge of the methods, tools, equipment, and materials used in the Building trades.
 - E. Knowledge of building operational systems and controls.
 - F. Knowledge of leadership and training principles.
 - G. Knowledge of applicable safe work practices and procedures.

3. Skill Requirements
 - A. Skill in communicating effectively with individuals and a group, both verbally and in writing.
 - B. Skill in planning and scheduling activities of janitorial staff.
 - C. Skill in the operation of power floor maintenance equipment.
 - D. Skill in making minor repairs to equipment.
 - E. Skill in the operation and maintenance of building systems and controls.
 - F. Skill in the methods, practices, tools and materials used in general building maintenance and repair work.
 - G. Skill in the general construction trades.
 - H. Skill in managing multiple projects concurrently.
 - I. Skill in operating hand and power tools and maintaining them in proper condition.

4. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with subordinates, supervisors, and others.
 - B. Ability to train personnel in facilities maintenance duties, and other job-related related topics.
 - C. Ability to prioritize, schedule and coordinate work efforts.
 - D. Ability to show mechanical aptitude.
 - E. Ability to understand and follow oral and written instructions.
 - F. Ability to use power hand tools.
 - G. Ability to recognize safety hazards and to take appropriate precautions.
 - H. Ability to demonstrate an understanding of customer needs and demonstrate respect for all customers, both internal City staff and the public.
 - I. Ability to establish and maintain effective working relationships with co-workers and the general public.
 - J. Ability to work on multiple projects and prioritize workload.
 - K. Ability to recognize safety hazards and use and communicate appropriate precaution.

5. Physical Ability Requirements
 - A. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder level.
 - B. Ability to lift and carry heavy equipment, tools, and materials weighing up to 100 pounds.
 - C. Ability to work in dusty, dirty, wet, and cold conditions.
 - D. Ability to move oneself and various items of equipment and materials to locations inside and outside City buildings.
 - E. Ability to climb ladders and work in high places.
 - F. Ability to attend work on a regular basis.

Genlst: HD	Class:	Union: Basic	Pay: 27	CSB:
CC:	Res:	EEOC:	EEOF:	WC: 5506