



Temporary Part-time Building Maintenance Worker

Class Code:
16003

Bargaining Unit: None

CITY OF RAMSEY
Established Date: Oct 9, 2019
Revision Date: Oct 9, 2019

SALARY RANGE

\$15.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist in maintaining city facilities including, but not limited to; buildings, offices, meeting rooms, equipment and grounds of the Ramsey Municipal Center, Fire Stations, City Parks, Public Works, and the Municipal Parking Facility.

This is a temporary part-time non union position working approximately twenty-five (25) hours per week, Monday through Friday between the hours of 7:00 a.m. and 12:00 p.m. (noon). There is no guaranty of further employment. The duration of the job is ten to twelve weeks, approximately.

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years old
- Must possess a high school diploma or equivalent (GED)
- Must have a valid MN driver's license with a good driving record
- Must pass a criminal history check and driver's license check
- Must pass a pre-employment drug screen
- Must have the ability to finish work in a timely and efficient manner

Desired Qualifications include, but are not required:

- Ability to work alternative hours, as requested
- Previous experience working for a municipality, county or state

- Previous paid professional janitorial experience
- Previous paid professional snow removal experience and experience with snow removal equipment
- Experience in small appliance maintenance
- Experience in general vehicle repair and maintenance

ESSENTIAL JOB FUNCTIONS:

- Perform janitorial services
- Monitor and perform light maintenance on utility systems
- Run errands
- Set-up and clean-up for meetings
- Perform basic building and equipment repairs
- Assist City Clerk with management of elections equipment
- Perform Fleet Maintenance
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Building Maintenance Worker) from the Building Maintenance Supervisor or his/her designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to transport oneself to and around the work site
- Ability to perform routine vehicle and equipment repair
- Ability to maintain accurate records
- Ability to maintain effective working relationships with supervisors, staff and residents

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Climbing
- Kneeling

- Crawling
- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods

The job requires employees to be able to lift and carry 60 pounds.

The following are the working conditions of the position:

- Working Outdoors
- Working Indoors
- Operating dangerous equipment
- Operating motor vehicles
- Working with chemicals
- Working near fumes and vapors
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job