

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Building Maintenance Worker

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Building Maintenance Supervisor

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

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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 Station No. 1 and No. 2, City parks, Public Works, the Municipal Parking Facility.

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RESPONSIBILITIES:

- A. Perform janitorial services
- B. Monitor and perform light maintenance on utility systems
- C. Run errands
- D. Set-up and clean-up for meetings
- E. Perform basic building and equipment repairs
- F. Assist City Clerk with management of elections equipment
- G. Perform Fleet Management
- H. Perform Landscape Maintenance
- I. Perform wide range of tasks (within the ability and resources of the Building Maintenance Worker) at the verbal or written direction of the Public Works Superintendent or the Building Maintenance Supervisor

TASKS RELATED TO RESPONSIBILITIES:

- A. Perform janitorial services
 - 1. Clean restrooms and lunchroom daily
 - 2. Clean municipal facilities daily and dust as needed
 - 3. Maintain all floors to include vacuuming, carpet cleaning, sweeping, mopping, buffing and waxing
 - 4. Empty waste baskets and recycling baskets and bins

5. Clean windows (inside and outside), walls and baseboards
 6. Order and maintain inventory of cleaning supplies and paper products
- B. Monitor and perform light maintenance on utility systems
1. Monitor water pressure, temperature levels and water softener and update log
 2. Monitor heating and cooling systems and change filters
 3. Monitor sewer and plumbing systems
 4. Maintain municipal parking lot and sidewalk and clear ice, snow and debris
 5. Maintain all lighting to include fluorescent, emergency, exit and outside lights and timers
 6. Monitor windows and doors and apply weather stripping
 7. Maintain grounds to include, but not limited to, mowing, trimming, pruning, weeding and watering
 9. Monitor sprinkling system and schedule seasonal maintenance
 10. Assemble and move office furniture
- C. Run errands
1. Pick-up supplies and perform miscellaneous deliveries
 2. Deliver agendas and other materials to Councilmembers and Commissioners as needed
- D. Set-up and clean-up for meetings
1. Review meeting schedule daily and set-up Council Chambers and meeting rooms
 2. Clean-up following meetings and secure equipment used as soon as possible
- E. Perform basic building and equipment repairs
1. Repair small appliances and office equipment (does not include copier and computer equipment)
 2. Identify and perform minor general repairs to building
 3. Perform painting and patching of walls
- F. Assist City Clerk with management of elections equipment
1. Work on the set-up and take-down of polling places
 2. Act as a resource person for voters with questions on where to vote, etc
 3. Run errands as required on election day
 4. Other duties as needed or requested
- G. Perform Fleet Management
1. Maintain vehicles to include washing and servicing
 2. Schedule and coordinate repairs and service on vehicles and maintain records and service logs
 3. Assist with record keeping for city vehicles and equipment, including registration and updates for insurance
- H. Perform Landscape Maintenance

1. Assist with maintenance of landscaping in and around the Municipal Center to include planting, weeding, watering, and trimming
- I. Perform wide range of tasks (within the ability and resources of the Building Maintenance Worker) at the verbal or written direction of the Public Works Superintendent or the Senior Building Maintenance Supervisor
1. Attend meetings, classes and seminars as necessary
 2. Monitor and replace flags
 3. Maintain vehicle and building maintenance key cabinet

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform routine vehicle and equipment repair
- Ability to prioritize work and perform duties independently
- Ability to maintain accurate records
- Ability to follow oral and written instructions in English
- Ability to maintain effective working relationships with supervisors, staff, and residents

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a high school diploma or equivalent
- Must have a valid Class D Minnesota Driver's license with a good driving record
- Six months of experience in building maintenance and repair or equivalent combination of education and/or training.

DESIRED QUALIFICATIONS:

- Six months experience in small appliance maintenance
- Six months experience in general vehicle repair and maintenance

****This is an AFSCME union position****

Revised:

January 2001

June 2006

January 2014

Updated 2016

JOB ACTIVITY REQUIREMENTS
Building Maintenance Worker

| Job activity requirements | | | | | |
|----------------------------------|--|-----------------------|------------------|---------------------------|----------------------|
| | Physical Activities | Very Important | Important | Slightly Important | Not Important |
| 1 | Standing | | X | | |
| 2 | Sitting | | X | | |
| 3 | Walking | X | | | |
| 4 | Lifting | X | | | |
| 5 | Pushing / Pulling | X | | | |
| 6 | Carrying | X | | | |
| 7 | Climbing | | X | | |
| 8 | Kneeling | | | X | |
| 9 | Crawling | | | X | |
| 10 | Crouching | | | X | |
| 11 | Bending at waist | | | X | |
| 12 | Reaching | | X | | |
| 13 | Handling Objects | X | | | |
| 14 | Repetitive Hand Motion | | | X | |
| 15 | Use of Arm Muscles over Extended Periods | | | X | |
| 16 | Use of Leg Muscles over Extended Periods | | | X | |
| 17 | Overhead Work | | | X | |
| 18 | Stationary desk or bench work | | | X | |

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

| Job working conditions | | |
|-------------------------------|--|------------|
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| | | Yes |
| | | No |
| 1 | Working Outdoors | X |
| 2 | Working Indoors | X |
| 3 | Operating forklifts or dangerous equipment | X |
| 4 | Operating motor vehicles | X |
| 5 | Providing work direction to other employees | |
| 6 | Working with chemicals | X |
| 7 | Working near fumes and vapors | X |
| 8 | Driving a City vehicle or personal vehicle | X |
| 9 | Driving is an essential function of this job | X |
| 10 | Subject to random DOT drug and alcohol testing | |