

**CITY OF COLLEGE PARK, MARYLAND**

**CLASS SPECIFICATION**

*Approved for FY 2007 – position may be filled after July 1, 2006*

**CLASS TITLE:** FACILITIES MAINTENANCE WORKER

**FLSA Status:** Nonexempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification perform a variety of preventive maintenance and repair duties in City buildings and facilities. Work includes minor plumbing, carpentry, painting and electrical work and similar activities related to preventive maintenance and repair. Incumbent inspects buildings on a regular schedule in addition to responding to work order requests. Works independently and coordinates activities with the Custodial Supervisor when necessary to avoid disruption of building services and activities. Reports to the Public Works Supervisor.

**ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Performs preventive maintenance duties such as replacing or tightening door hardware, replacing filters, light bulbs and ballast, unclogging toilets, replacing or tightening faucets. Installs or removes blinds, curtain rods, wall hangings and shelves, prepares and paints small rooms or areas. Repairs or replaces light switches and sockets.
- Responds to written work order requests and prioritizes activities as necessary by need, safety and importance. Maintains a detailed log of daily activities.
- Inspects buildings and facilities on a regular schedule performing maintenance and repair activities as needed.
- Monitors the work of contractors hired to make major repairs or perform large maintenance projects.
- Coordinates maintenance and repair activities with the activities of the Custodial Supervisor to avoid disruption of City services and departmental activities.
- May supervise or assist with set-up and breakdown of meeting rooms as required, arranging and re-arranging furniture and equipment as necessary.
- Performs other general maintenance and repair work as required or assigned.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

**Technical Knowledge:**

- Considerable knowledge of the methods and techniques of making minor carpentry, plumbing and electrical repairs and the tools to perform such activities.
- General knowledge of the use and importance of safety equipment and the methods to perform all duties and activities in a safe manner.
- General knowledge of safety practices for lifting, and performing assigned maintenance work.

Physical Requirements:

- Ability to bend, stoop, kneel and lift in the performance of maintenance and repair duties. Ability to perform manual labor and use power and manual hand tools.

Language Ability & Interpersonal Communications:

- Ability read and understand work orders and other written materials. Ability to create and maintain daily logs of activities.
- Ability to communicate effectively with building occupants at all levels regarding maintenance and repair activities.
- Ability to follow oral and written instructions.

Environmental Adaptability

- Work is performed primarily indoors. Some activities may result in exposure to paint or chemical fumes or high levels of dust.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent and 3-4 years of experience in job related trades; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Additional Requirements: Must possess a valid driver's license.

*College Park 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 both prospective and current employees to discuss potential accommodations with the employer.*