

Position: Building Maintenance Technician

The City of De Soto , Kansas is seeking to fill the full-time position of Building Maintenance Technician. Applicants should have experience with custodial duties, general building maintenance, and event set-up. This position will work Sunday through Thursday from 3PM – 11PM.

Position immediately available. Position pay range - \$15.10/hr to \$22.65/hr plus benefits, Depending of Qualifications. Send resumes and references to the City of De Soto, P.O. Box C, De Soto, Kansas 66018; Attention Jay Garvin, Parks and Recreation Director. Or email (jgarvin@desotoks.us). Resumes will be accepted until December 31, 2017.

See Job Description Below.

Job Title: Building Maintenance Technician

Department: Parks & Recreation

Reports To: Park and Recreation Director

Position Summary: Under the supervision of the Parks and Recreation Director, the Building Maintenance Technician is a non-exempt position under FLSA that performs routine manual labor and equipment maintenance. This employee should possess a strong mechanical aptitude. Performs responsible skilled work in the care and cleaning of City buildings and grounds. This position performs maintenance, monitoring and cleaning duties for the community center, hall, and other City-owned properties. This employee should possess effective communication and public relations. Work is performed under general supervision.

Examples of Work (Essential Functions):

- Cleans and maintains buildings and facilities, bathrooms, common areas, and performs grounds maintenance work.
- Cleans, strips, waxes, and maintains all tiled floors, cleans and vacuums all rugs and carpets; responsible for waste removal and disposal, and recycling.
- Cleans all interior and exterior windows and doors.
- Performs various repairs to buildings such as painting, patching sheetrock, wallpaper, electrical, and plumbing.
- Verifies work after assignment is completed.
- Coordinates setup and breakdown of equipment for rentals and events.
- General building maintenance to include replacing light bulbs, painting, window caulking, and equipment repairs.
- Operates equipment to include vacuums, buffers, strippers, boilers, and carpet cleaning machines.
- Ensures that all safety policies and regulations are followed and adhered to by self, others, and the public. Performs the functions of the job without posing a threat to the health and safety of others and self.
- Prepares and implements preventive maintenance on equipment and facilities.
- Conducts daily, weekly, and quarterly facilities and equipment inspections, assuring they are safe, accessible, and in proper working order. Keeps an accurate record of inspections.
- Open and closes building, provides security and directs the public.
- Clear snow from the sidewalks.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- Performs basic HVAC, Electrical and Plumbing repairs.

Certificate, License: Valid driver's license.

Required Education and/or Experience:

One to three years related experience, high school diploma or G.E.D. and/or training or equivalent combination of education and experience. Any combination of education and experience equivalent to graduation from high school and some maintenance experience. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Preferred Education and/or Experience:

Three years or more related experience.

Abilities, Knowledge, Skills:

- Ability to establish and maintain effective working relationships with other City offices, fellow employees and the general public.
- Ability to handle tools and other department equipment in a safe manner.
- Ability to maintain safety on the job.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to repair a variety of building fixtures and structures, including minor repairs on heating and air-conditioning units.
- Ability to understand and anticipate problems.
- Ability to understand oral and written directions; ability to read and write.
- Ability to work in accordance with the laws, regulations, and departmental policies and procedures.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with associates.
- Ability to write routine reports and correspondence.
- Knowledge of building repair and cleaning practices, supplies, and equipment and ability to use them economically and efficiently.
- Knowledge of cleaning products and the safe use.
- Knowledge of custodial duties to include cleaning and maintaining carpets and floors.
- Knowledge of equipment and building maintenance and techniques.

- Knowledge of heating and cooling systems, maintenance, mechanical, electrical, cleaning, irrigation, yard work, purchasing and record keeping.
- Knowledge of materials, equipment, tools, and techniques of building maintenance and repairs.
- Skill in effective public relation, oral and written communication skills.
- Skill in mechanical repair and maintenance.
- Skill in operating maintenance tools, etc.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; may use cleaning and lubricating chemicals and ingredients that would expose the employee to fumes, dust, and other air contaminants that may cause eye and skin irritation, toxic or caustic chemicals, and outside weather conditions of rain, snow, heat, cold, and a variety of atmospheric conditions. The employee may also be exposed to high, precarious places while climbing on a ladder or in a bucket truck, and vibration and noise while using power tools and equipment. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is heavy work requiring the exertion of 50 pounds of force occasionally, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken-word levels; visual acuity is required for color perception, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.