JOB DESCRIPTION

MAINTENANCE WORKER III/FACILITIES

Department:	Public Works	**Classification/Grade:**	17
Division:	Facilities	**FLSA Status:**	Non-Exempt
Reports to:	Facilities Crew Leader	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under supervision, performs a variety of semi-skilled and skilled maintenance and repair activities involving City buildings, structures, facilities and properties; and regularly inspects the condition of City buildings and facilities.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Maintain and repair a variety of City facilities; inspects for compliance with maintenance and safety standards; Identify damaged or worn components, report, and take corrective action as assigned.
3. Operate a wide variety of power and hand tools, including saws, drills, jack hammers, compactors, welders, acetylene torch, grinders, sprayers, cement tools and sheet rock tools; Operate backhoe, water truck, and landscape tractors.
4. Install, maintain, and repair plumbing systems and a variety of plumbing fixtures; such as faucets, sinks, toilets, and water heaters.
5. Troubleshoot, install, repair, replace and maintain electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment; including bulbs, ballasts, filters, bearing, pumps, and belts.
6. Assist in checks, service, installation or repair of heating, ventilating and air conditioning equipment.
7. Repair, install, and construct shelves, cabinets, counter tops, doors, windows, floors, gates, ceilings, lockers, roofs, and other fixtures.
8. Apply coatings such as paint, varnish, oils, etc. to interior and exterior surfaces.
9. Price, order, and obtain parts and equipment for a variety of maintenance projects.
10. Coordinate with crew leader monthly, bi-monthly and quarterly, preventative maintenance duties including floor cleaning, filter changes, window cleaning, HVAC cleaning and evaporative coolers.
11. Use and cares for tools, supplies, and materials required in the work.
12 Be dependable and meet acceptable attendance requirements at all times.
13. Work independently and exercise good judgment in the absence of supervision.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Assist Crew Leader.
B. Assist with public works projects as needed.

B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Common practices, standard methods, equipment and materials used for facility maintenance and construction work.
- Occupational hazards and safety principles and practices in building and facility maintenance
- Operation, application, and maintenance required of a variety of tools, facility maintenance equipment and machinery.
- Process and practices used in preventative maintenance and scheduling and completing work orders.
- Modern safety procedures as they relate to facility maintenance and construction.
- General and specific City, county and state building codes.

Ability to:

- Work independently in performing semi-skill facility maintenance and repair work.
- Operate facility maintenance machinery and equipment including light trucks.
- Understand and perform a wide variety of maintenance and repair on buildings, structures, facilities, and equipment.
- Read and understand blueprints, construction drawings, schematics and manuals.
- Supervise the work of subordinate facility maintenance persons and provide assistance as needed to obtain effective results.
- Establish and maintain effective working relationship with the general public, supervisor and co-workers.
- Communicate effectively and understand and follow oral and written instructions.
- Interpret City policies and procedures as related to the job.
- Work flexible hours, including weekends, holidays, and special events.
- Prepare required reports and records

Special Requirements

Residency Requirement: Must be able to respond within 40 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or equivalent.

Experience: Three years of skilled experience in building trades or facility maintenance and operations, involving a wide range of systems, components, and related equipment.

Training: Specific vocational training may substitute for some experience

License or Certificate: Requires insecticide and herbicide use certification or the ability to receive within 3 months of appointment. Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "B" driver's license with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is performed both inside and outside all City facilities in varying and extreme conditions for extended periods of time where employees are exposed to extreme heat or cold, excessive noise and vibration, moving mechanical parts, electrical current, exposure to chemicals, etc..

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, working in and around all facilities and maintenance equipment, hazardous gases, fumes, paint, chemicals, pesticides and loud machinery.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
January 2006
July 2008
May 2013 (Safety Sensitive)