



Organization: City of Barre, Vermont, USA
Position Title: Maintenance Person
Department: Facilities & Grounds
Supervisor: Director of Facilities & Grounds

Summary/Objective

The Department of Facilities & Grounds Maintenance Person assists the Director in the maintenance/custodial duties of various City facilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform assigned elements of a preventative maintenance program and log for each facility and assigned tasks as written. Assist with completion of facilities improvements. Routine execution of scheduled preventative maintenance will be supplemented with specific assignments for increasing knowledge and responsibility. Participates in expansion of the maintenance program to new or existing equipment not currently enrolled.
2. Outside duties: maintain the appearance and overall conditions of the exterior of the facilities assigned. This includes, but is not limited to, raking, shoveling, salting, mowing and trimming.
3. Performs typical maintenance and repairs to support the operations of the facilities including equipment service and repair not included in preventative programs.
4. Performs general custodial service. Routine building cleaning to include dusting, vacuuming, sweeping and mopping.
5. Maintains restrooms for cleanliness and adequate supplies.
6. Empties recycling and trash in designated areas.
7. Works to detect and report defective materials, parts or questionable conditions to the Director. May use specialized equipment with training to ascertain parts requiring service or replacement.
8. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
9. Ensures operation of machinery and mechanical equipment by completing preventive maintenance.
10. Locates sources of problems by observing mechanical devices in operation; listening for problems.

Necessary Knowledge, Skills and Abilities

1. High school or technical school education.
2. Possess a Valid driver's license in good standing.
3. One or more years of relevant experience with a combination of the following skills; carpentry, plumbing, electrical, HVAC.
4. Ability to troubleshoot electrical and mechanical systems.
5. Knowledge of carpentry and construction.
6. Understanding of plumbing, electrical and HVAC.
7. Moderate levels of English reading, writing, speaking, and comprehension.
8. Moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
9. Positive attitude, strong work ethic, follow directions, ability to work under pressure, and be a fast learner.
10. Ability to work as a contributing member of a work team or environment, including working evenings and weekends as needed based on Department activities.
11. Safe use of hand and power tools including lifting devices.
12. Complete a methodical approach to solving problems with note taking or recordkeeping
13. Ability to follow written and oral instructions
14. Ability to establish and maintain effective working relationships with other employees and the public
15. Ability to communicate effectively, both verbally and in writing.

Competencies

1. Must have a valid Vermont Driver License in good standing.
 1. While performing the duties of this job, the employee regularly works both inside and outside.
 2. The noise level in the work environment is usually low to medium.

Physical Activity Requirements

- Employee is responsible for wearing and maintaining personal protective equipment.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible characteristics including abnormal sounds from mechanical equipment, warning devices from trucks and equipment and hazards present or common to the work area which are detectable by hearing.

- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- Must be able to lift, carry, push and pull up to a minimum of 50lbs.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.