



City of Hudson Job Description

Position Title: Building Maintenance
Department: Public Works
Reports To: Director of Public Works
FLSA Code: Non-Exempt

POSITION IN BRIEF: Coordinate and carry out a variety of custodial and maintenance activities within City Hall and/or 700 1st Street Municipal Building; does related work as required.

This is manual work requiring efficient planning and performance of building cleaning and outdoor maintenance activities. Work is independently performed and is reviewed by inspection and observation of the quality of cleanliness and maintenance of designated areas. The work is performed under the general supervision of the Director of Public Works.

ESSENTIAL SKILLS AND JOB-RELATED EXPERIENCE NEEDED: Knowledge of building cleaning practices, supplies, equipment and the ability to use them economically and efficiently; knowledge of basic building maintenance practices; ability to perform minor maintenance tasks related to carpentry, painting, plumbing, electrical; ability to understand and follow oral and written instructions; ability to use tools and materials safely and economically related to cleaning and maintenance.

SPECIAL QUALIFICATIONS REQUIRED OR DESIRED: Previous experience in cleaning and maintenance is highly recommended; completion of a high school diploma or equivalent degree.

Possession of a valid Wisconsin driver's license; ability to obtain a boiler operator's license is highly desirable.

ESSENTIAL TASKS ROUTINELY PERFORMED

- Regularly vacuums, sweeps, dusts and polishes, mops, disinfects, empties trash, waters indoor plants. (50%)
- Cleans and maintains heating, boilers, humidifiers, air conditioners. (5%)
- Washes windows inside and out and winterizes windows as needed. (2%)
- Maintains stock and inventory of supplies. (1%)
- Performs general maintenance on equipment. (2%)
- Provides essential lawn care and landscaping maintenance. (15%)
- Performs minor repair duties on furniture, plumbing and electrical fixtures. (5%)
- Reacts to weather conditions to provide a clean, safe walkway to the buildings. (15%)
- Oversees community service help and part-time personnel. (5%)

Routinely adheres to and maintains a positive attitude towards City and department goals.

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED: 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.

Performs heavy manual labor and physically strenuous work on a routine basis. The performance of routine tasks requires a capacity to intermittently sit, stand, walk, climb, stoop, bend and kneel.

While performing the duties of this position, the employee must be able to walk and climb stairs up to 8 hours per day; must be able to climb ladders; must be alert and able to use good judgment; must be able to follow prescribed safety precautions; must be capable of operating light construction equipment for various applications as related to department activities; must physically be able to lift moderately heavy (up to 50 lbs) objects on a regular basis and up to 70 lbs occasionally, push/pull up to 100 lbs & lift with assistance up to 100 lbs or more when required, shovels dirt/sand/gravel; must be able to stoop, bend and kneel off and on for up to 8 hours.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED: Work is performed primarily in buildings, vehicles, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with and including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, paints, herbicides, pesticides and fertilizers.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

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.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED: Will operate a variety of city machinery including but not limited to a snowblower, pickup truck, and lawn mowers (riding and push).

Will operate a variety of manual and powered hand tools and equipment such as shovels, picks, rakes, brooms, wrenches, hammers, screwdrivers, saws, drills and telephone.

DATE THIS POSITION DESCRIPTION WAS LAST REVISED:

May 2022