CITY OF STOUGHTON

PLANNING DEPARTMENT

Facilities Maintenance Specialist

REPORTS TO: Planning Director **PAY GRADE:** **FLSA:** N

SUMMARY OF POSITION:

The purpose of this position is to perform building and grounds maintenance and repair at City office buildings. This position requires the ability to evaluate many building related issues and work independently and efficiently to address them.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - *The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Performs maintenance and minor repair functions in City buildings; develops and follows a preventive maintenance schedule for buildings and equipment; maintains a variety of equipment including heating and air conditioning systems; identifies and recommends the need for major repairs.
- Performs minor remodeling on buildings; paints offices, buildings, and other areas.
- Assist Public Works with Troll Beach and Splash Pad systems.
- Proactive approach to building maintenance and building cleanliness.
- Prepares project specifications for contract work within City buildings and monitors the work of contractors; checks the quality of janitorial and building services performed by ~~contractors~~custodial staff; follows up as needed. Coordinates and monitors contracted services provided for HVAC systems, fire alarm/extinguisher systems, carbon monoxide detectors, electronic door control system, elevators, etc. Monitors, programs, and manages digital heating and cooling control system for reliability and efficiency.
- Supervise custodial~~n~~ staff.
- Maintain building maintenance supply inventory including janitorial, bathroom, light bulbs, etc. Order supplies as necessary to keep adequate supply.
- Obtain Material Safety Data Sheets for all products purchased and provide to the Clerk's office for record keeping requirements.

- Process invoices for department purchases for review by the Director.
- Develop and implement a lock-out/tag-out procedure for building equipment.
- Ability to investigate why something is not working and determine whether it can be repaired in-house or if specialized repair is necessary.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Answers phones; provides assistance to visitors, etc.

QUALIFICATIONS:

The ability to perform the Core Duties and Additional Duties listed above and:

EDUCATION/TRAINING/CERTIFICATIONS

- High school diploma or equivalent with vocational/technical training in Mechanical Maintenance or a related field and three years of building maintenance experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices, request forms, product literature, reports, timesheets, schematics, equipment manuals, procedures, guidelines, and non-routine correspondence.
- Ability to communicate effectively with the supervisor, co-workers, sales representatives, Department Heads, contractors and the public.
- Mechanical and repair aptitude to allow for efficient repairs without needing to call specialist for all activities.
- Ability to work independently using good judgement and appropriate safety equipment and protocols.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Attention to detail to maintain City Buildings. Quickly assess process to remedy situations and implement plan.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer and other office machines, heating and cooling equipment, hand and power tools, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as maintaining equipment.
- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.
- Requires the regular use of ladders and stairs, and ability to work in elevated positions

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, machinery, or electrical currents. This exposure may cause some discomfort and present a risk of injury.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____