

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 3, 2007 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION NEW	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	PAT ARCHIBALD PUBLIC BUILDINGS & GROUNDS DIRECTOR

SYNOPSIS

The position description for the Public Buildings & Grounds Maintenance Worker I position has been created and is attached for your review. The position is an addition to the current positions within the Building & Grounds Department

FISCAL IMPACT

The salary range for the Public Buildings & Grounds Maintenance Worker I position is 311 and funding was included in the 2006-2007 budget.

RECOMMENDATION

Approval

BACKGROUND

As part of the FY 2007 budget, Council established a full time paid Public Buildings & Grounds Maintenance Worker I position.

Section 6.3 of the City of La Vista Personnel Manual states that the City Administrator shall conduct position classification studies whenever he/she deems it necessary or the duties and responsibilities have undergone significant change. If the City Administrator finds that a substantial change in organization, creation or change of position or other pertinent conditions make necessary the amendment of an existing class, he/she may amend the classification plan subject to review of the Mayor and City Council.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Public Buildings & Grounds Maintenance Worker I
POSITION REPORTS TO: Public Buildings & Grounds Director
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Public Buildings & Grounds Director or Maintenance Assistant, performs a variety of unskilled and semi-skilled tasks as assigned in the construction and maintenance of equipment and City facilities and grounds.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists in the maintenance and repair of City facilities and grounds.
2. Engages in the removal of ice and snow using shovels, brooms, walk behind snow blowers, spreaders and larger snow removal equipment.
3. Performs janitorial duties such as washing windows, cleaning spills or slippery floors, changing light ballasts, tubes or bulbs.
4. Performs preventive maintenance on facilities and HVAC equipment.
5. Assists in the set-up and clean-up tasks associated with special community events.
6. Occasionally operates power hand tools and larger construction equipment.
7. Assists with the upkeep of gardens and lawns.
8. Performs other duties as directed or as the situation dictate

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed indoors and outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, climbing, digging and scooping with a shovel, raking, and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversation levels. Incumbents must have the ability to transport themselves to and from work, and lift 30 pounds frequently and repeatedly up and down stairs and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough and irregular terrain. Must be able to physically enter and exit tight spaces such as ceilings and crawl spaces. Incumbent must also be able to work from a ladder at heights greater than ten (10) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED equivalent.
2. Must possess a valid driver's license.
3. Previous maintenance experience preferred.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Basic knowledge of procedures utilized in buildings and grounds maintenance and repair.
2. Ability to accept and follow directions.
3. Basic mathematical skills.
4. Basic computer skills.
5. Ability to read a tape measure.
6. Basic mechanical skills.
7. Basic knowledge of electricity
8. Ability to work from a ladder at heights greater than ten (10) feet.
9. Ability to safely operate small hand and power tools, equipment, light and medium snow removal equipment, and motor vehicles.
10. Ability to work independently and effectively, as part of a team and with the public.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons and members of the public.
13. Ability to work varying schedules, including evenings, weekends and holidays.
14. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

I have read and understand the requirements of this position description.

Signature

Date