

Classification description



Title: Facilities Maintenance Worker
Job Code: 0015
Pay Range: 08N
FLSA Status: Non-exempt

Employee Group: AFSCME 3580
Established:
Revised: 2007; 12/2013; 3/2019
EEO Category: Service-Maintenance

DESCRIPTION

Classifications in the AFSCME Facilities Maintenance series perform a variety of manual to semi-skilled maintenance, repair and improvement tasks for assigned Metro facilities, grounds, fleet, equipment and systems. Responsibilities include basic carpentry, HVAC, plumbing, mechanical, phone system, locksmith and landscaping duties, and facility support functions, such as furniture moves and responding to requests for assistance. May also work with and/or coordinate/oversee the work of contractors.

DISTINGUISHING FEATURES

The Facilities Maintenance Worker is the first/entry-level of the classification series and is distinguished from the Facilities Maintenance Technician by performing less complex tasks, and providing assistance to, and taking direction from, more advanced classifications in the series.

DUTIES AND RESPONSIBILITIES

1. Performs miscellaneous building, facilities and parking lot maintenance, repair and upkeep, which may include basic carpentry, HVAC, plumbing, mechanical, phone system, locksmith duties.
2. Operates HVAC, lighting and other program related software.
3. Performs landscaping, grounds work and related duties. Cleans and maintains landscaped areas, such as mowing, raking, edging and weeding; trims shrubbery and cuts brush; irrigates and fertilizes lawns and planted areas; plants shrubs and ornamentals; and performs irrigation system maintenance. Ensures cleanliness and safety of exterior, garages and parking areas.
4. Moves work station phones, computers and furniture. Makes basic and routine programming changes. Assists with resolving problems with the voicemail system.
5. Performs locksmith duties, programs, builds a locking system, changes locks, cuts keys, and maintains the building lock system and lock codes. Lubricates locks and hinges.
6. Provides assistance to contractors as needed.
7. Assists with minor repairs and maintenance of fleet vehicles. Cleans and assists with preparing vehicles for service appointments as needed.
8. Responds to requests for maintenance assistance, office moves and set up/take down for special events and meetings, such as tables and chairs, and staging. Loads, unloads and moves supplies, including pick-up and delivery.
9. Responds to various urgent maintenance issues, building emergencies and weather-related issues. These may include power outages, building system failures, floods, ice and snow. Reports to work as essential personnel regardless of building closures.

10. Ensures proper maintenance of tools, equipment and facilities in assigned area. Performs repair, maintenance, modification or replacement of mechanical parts and equipment. Maintains bearings, fans, fan shafts, motors and pumps.
11. Performs repair, maintenance, modification or replacement of mechanical parts and equipment.
12. Maintains bearings, fans, fan shafts, motors and pumps.
13. Cleans equipment, tools and supplies and returns to designated areas making sure they are prepared for next use, empties bags and fluid tanks. Ensures sufficient supplies on hand and supplies are ordered when necessary. Keeps maintenance shop and storage rooms clean and organized.
14. Properly disposes of fluids, chemicals, equipment and packaging.
15. May on occasion perform or assist with custodial duties, front desk duties or Printing/Mail Services Clerk as needed.
16. Reports facility and equipment problems and safety issues to Facilities Maintenance Specialist or management.
17. Provides general customer service, such as providing directions and answering questions.
18. Responds to emergency situations as needed; may be called in to do so.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience

- One year of basic maintenance, repair or construction experience similar to the position duties and responsibilities or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Valid driver's license and the ability to be insured by Metro's insurance carrier

Must obtain within 60 days of starting work:

- Blood Borne Pathogen Training
- Emergency and Safety Procedures Training
- HAZMAT Awareness Level Training

Knowledge, Skills and Abilities

- Basic preventative maintenance for automobiles
- Basic carpentry skills and ability to operate hand tools
- Basic safety and fire codes related to room setup
- Working knowledge of electricity, landscaping, building maintenance and mechanics
- Standard maintenance practices, procedures and techniques
- Perform a variety of tasks involving lifting and moving heavy objects
- Respond to customer inquiries in an accurate, responsive manner
- Maintain accurate records of building operations activities
- Establish and maintain effective working relationships with contractors, the general public, and other Metro staff
- Understand and follow verbal and written instructions at a level sufficient to perform the essential functions
- Understand and calculate basic arithmetic
- Lift and carry up to 50 lbs. without assistance; occasionally up to 100 lbs. with a two-person lift
- Properly and safely operate tools and equipment used in performance of duties
- Work on ladders and in all weather conditions
- Work quickly and efficiently
- Perform customer service and respond to emergency situations
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

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- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Supervision is received from a supervisor or manager. Work direction may be received from the Facilities Maintenance Specialist.

SUPERVISION EXERCISED

None. May provide guidance and coaching to new or less experienced employees.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Uses hand and power-operated tools and equipment, such as saws, drills, air compressors, paint sprayers and other equipment and tools necessary for carpentry, plumbing, mechanical and basic building repair duties. Gloves, masks and other personal protective devices and equipment are required while performing some tasks.

WORK ENVIRONMENT

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. This is a highly physical position with potential exposure to chemicals, dust, fluids and bio-hazardous waste, and noise; and may include some limited exposure to contaminated areas, enclosed spaces, at heights, indoor and outdoor locations under inclement weather, and other adverse conditions. This position will frequently require the ability lift and carry up to 50 lbs. without assistance; occasionally up to 100 lbs. with a two-person lift. As necessary to meet workload demands, may work outside of typical schedule including evening/weekend hours and holidays as assigned.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.