

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title: Building Maintenance Worker  
Sch & Grade CTL-5  
Class Code HA06  
FLSA Status Non-exempt  
Bargain Unit Elig. SEIU  
Occupational Group Maintenance

**PRIMARY PURPOSE:**

To perform custodial, labor and minor maintenance tasks in and on City buildings and grounds.

**SUPERVISION:**

Under direct supervision. May be required to lead other employees as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Climbs and works off ladders to check and replace light bulbs, clean light fixtures, etc. as necessary.
2. Performs minor carpentry duties and repairs electrical plugs and outlets.
3. Removes snow and ice from sidewalks and areas around buildings.
4. Utilizes appropriate equipment and tools including swing buffer, burnisher, vacuum, power tools, dust/wet mops, hand tools, wet and dry vac, etc.
5. Utilizes appropriate safety equipment and procedures.
6. Assists in more complex and extensive maintenance, alteration, construction and repair.
7. Cleans for assigned buildings including dusting surfaces, stripping and scrubbing floors, washing windows and venetian blinds, polishing floors and furniture, vacuuming and shampooing carpet, etc.
8. Picks up trash and litter throughout assigned building and parking lots including picking up recycled paper from established locations.
9. Cleans bathrooms and maintains proper supplies for facilities, dependant on departmental assignment.
10. Reads labels and mixes chemicals according to instructions.
11. Makes adjustments for temperature settings as needed for heating and cooling, dependant on departmental assignment.
12. Unlocks assigned building for working mornings and acts as watchman as required.
13. Loads, unloads, transports and moves objects of various sizes and weights.
14. Replaces broken windows and lights; fixes blind cords, dependant on departmental assignment.
15. Cuts grass and cleans walks.
16. Picks up and delivers mail as assigned for certain buildings, dependant on departmental assignment.
17. Prepares surfaces for painting and applies paint as necessary.
18. Completes and maintains logs, records and required reports.

**IMPORTANT FUNCTIONS:**

1. Maintains a neat and orderly storage area for supplies and equipment.
2. Performs a variety of site and facility inspections.
3. Mixes cleaning chemicals and measures surfaces using basic math calculations.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

A good working knowledge of cleaning equipment and agents including proper use and application; minor electrical and carpentry maintenance and repair; and basic math calculations.

**Abilities**

Operate hand-controlled appliances and electric tools such as vacuum sweepers, swing buffers, drills, dust/wet mops, etc. in a manner consistent with safety procedures; perform minor carpentry and repairs; assist higher level maintenance workers in performing more complex duties; follow oral and written instructions including those defined on cleaning supply labels; communicate effectively verbally; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; deal effectively and courteously with associates and the general public; presents an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

One year of experience and/or education in performing custodial duties and/or minor maintenance and repair work.

**Physical Requirements**

Performs bending, squatting, kneeling, standing, climbing, walking, and reaching both to ground level and overhead; occasionally crawls and twists to clean in low or small areas; lifts and carries up to 75 pounds; pushes and pulls up to 125 pounds; must be able to hold and grip objects; subject to periods of prolonged standing and working in awkward positions; and distinguishes colors to perform routine/minor electrical work.

**Working Environment**

Both an indoor and outdoor working environment with exposure to dust and pollen and a variety of extreme weather conditions; subject to mechanical, electrical, and chemical hazards associated with cleaning equipment, supplies, and minor maintenance assignments; susceptible to strong odors and fumes and working in cramped spaces; exposed to contagious diseases and health risks associated with cleaning.

**Licensing/Certification**

A valid Missouri Motor Vehicle Operator's License is required. For assignment to the Airport, must obtain and maintain a Class "B" Commercial Driver's License with airbrakes within the probationary period.

**Miscellaneous Requirements**

Subject to working a variety of shifts and some weekends depending upon assignment; may rotate building assignments within the municipal complex as required. Subject to emergency call-in. Must pass FAA background check for assignment to the Springfield/Branson National Airport.

<b>Last Revision:</b>	May 15, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Essential Functions; Experience, Education and Training; and Licensing/Certification	<b>Date:</b> 1974

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_