

**City of Brecksville
Job Description**

Job Title: Building Maintenance Worker
Department: Service Department
Reports to: Building Maintenance & Housekeeping Supervisor
FLSA Status: Non-Exempt
Approved Date: April 14, 2015
Revised Date: August 29, 2018

Job Summary:

Under supervision of the Building Maintenance and Housekeeping Supervisor, providing for cleanliness and maintenance of City facilities including but not limited to the Community Center and Human Services.

Class Characteristics:

This is a full time position with responsibility for the cleanliness and maintenance of City facilities such as maintaining building equipment, cleaning, vacuuming, dusting and picking up trash. This is a multifaceted position requiring flexibility of time and function.

Essential Functions:

Snow removal and treatment of sidewalks and adjacent parking lot areas. Operate snow removal and treatment equipment.

Removal of trash in exterior and interior cans, pick up trash and litter.

Grass maintenance: cutting, trimming and cleaning up of debris.

Kids Quarters: cleaning restrooms, stocking supplies, removal of trash, picking up litter and reporting damage.

Building maintenance restricted to custodial type lighting, electrical, plumbing and maintaining of housekeeping equipment. Limited to individual qualifications abilities and assignments.

Utilize assistance from service employees when needed and assist other service employees with their designated assignments as directed by Building Maintenance and Housekeeping Supervisor.

Set up and tear down for events and rentals throughout City facilities.

Clean and maintain restrooms, locker rooms, offices, conference rooms, kitchens, pools and eating areas.

Perform other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of cleaning procedures for all areas of the buildings including but not limited to the gymnasium, swimming pools, locker rooms, floor maintenance and office areas.

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Physical Demands:

While performing duties of this job, the individual is regularly required to reach with hands and arms. Is frequently required to stand and /or walk and to use hands and fingers to handle, or operate objects, tools and controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing supervision, working with vendors and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds and occasionally will move and/or lift more than 100 pounds. Ability to work out of doors for long periods of time in all weather conditions.

Work Environment:

While performing the duties of this job, the individual frequently works near moving mechanical parts and tools that may cause bodily injury. Exposure to outside weather conditions for sustained periods is possible. The individual occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, noxious odors, dusts, mists, gases, toxic or caustic chemicals and poor ventilation that affect the respiratory system, eyes or the skin. This individual is occasionally exposed to the risk of electric shock. The noise level in the work environment is moderately noisy to noisy.

Education and Experience:

Position requires a high school degree or a GED certificate.

Valid Ohio Driver's License is required.

Individual may be subject to and must pass a physical, drug test and background check.

Miscellaneous:

This position is not limited to the description above.