***POSITION:* Maintenance**

***DEPARTMENT:* Mayor**

***REPORTS TO:* Mayor/Designee**

***WORK SCHEDULE:* 8:00 a.m. - 4:00 p.m. Mon-Fri (some evenings, weekends and holidays}**

***DATE CREATED:* December 2022 *STATUS:* Full time**

***DATE REVISED:*  *STATUS:* Non-Exempt**

**The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Incumbent serves as a Building Maintenance Technician for the City of Greenfield. Incumbent works under the direction of the Mayor, and is responsible for diagnosing, maintaining and repairing existing equipment and facilities within the City. The goals for this position are to develop a systematic approach to the assessment of maintenance needs, prioritize maintenance requirements, and provide better reliability and coordination in the scheduling of the work and to ensure equity of effort throughout the City. Extending the life of major systems such as HVAC, plumbing, electric, structures generators, as well as being able to predict when they need repaired or replaced.

**General Responsibilities:**

1. Plans monitors and maintains all City owned buildings and incidental structures on an annual basis or as needed.
2. Monitors and coordinates system upgrades/repairs based upon available funding.
3. To coordinate with all departments with respect to incidental work orders and maintenance needs requests.
4. Prioritize preventive and programmatic repair programs for all City facilities.
5. Provide technical evaluations of new building and renovation designs undertaken by consultants.
6. Develop facility maintenance standards and preventive maintenance procedures.
7. Create a work order system for the use by all departments, for all facility maintenance issues.
8. Coordinate City owned building projects and provide professional recommendations on building design, layout, infrastructure, and further maintenance.
9. With direction from Mayor, identify equipment to be replaced, and create a replacement program for all equipment
10. Create a tracking system for equipment to track repair activity, and issues.
11. Directs contractors engaged in carpentry, mechanical, plumbing, heating air conditioning and other maintenance and repair functions for all city facilities and equipment.
12. Makes recommendations on projects to be included in the capital budget.
13. Perform life cycle and conditions assessments and report deficiencies in building and infrastructures.

**Qualifications:**

* Education – A minimum of a High School diploma or equivalent documentation of a GED.
* Minimum of five years of experience in facilities maintenance.
* Skilled in the use of tools and equipment used in building maintenance and custodial work
* Past experience with creating and facilitating a departmental budget.
* Ability to follow oral and written instructions
* Ability to interact with other city departments, county agencies
* Ability to work alone and with others in a team environment with minimum supervision and work on several tasks at the same time, often under pressure
* Ability to effectively communicate orally and in writing.
* Ability to interact with other city departments, county agencies

**DIFFICULTY OF WORK:**

Incumbent’s duties are somewhat broad in scope. Duties include being involved with many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in identifying needs within the scope of the city facilities.

**PERSONAL WORK RELATIONSHIPS;**

Incumbents maintains frequent contact with co-workers, other City departments, other explaining/interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

**PHYSICAL EFFORT**:

Incumbent's duties involve bending, reaching, crouching/kneeling, sitting and/or standing/walking for long periods, climbing ladders, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, close and far vision. Incumbent may exert continuous physical effort, but normal duties do not involve prolonged intense physical strain.

**WORKING CONDITIONS:**

Incumbent performs duties indoors and outdoors involving occasional work in high places and on ladders, and exposure to dust, dirt, grease, fumes, adverse weather conditions, extreme temperatures, blood borne pathogens and other infectious materials, cleaning chemicals, power tools and heavy machinery, for which safety precautions must be followed at all times to avoid injury to self and others.

Occasionally works evening hours, and weekends.

Ability to walk on uneven terrain, standing/walking for long periods, hearing sound/communication, close and far vision, depth perception, handling/grasping/ pushing/pulling/lifting/carrying objects weighing more than 80 pounds, bending, reaching, shoveling and raking

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Facility Maintenance Technician for the City of Greenfield. This description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes\_\_\_\_\_\_ No\_\_\_\_\_

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Applicant/Employee Signature Date