



TOWN OF COLUMBIA JOB DESCRIPTION FACILITIES MAINTAINER

General Description: This position involves maintenance of municipal facilities and properties.

Supervision: Works under the direct supervision of the Facilities Manager and under the general supervision of the town administrator.

Examples of Duties: The duties and responsibilities listed below are not inclusive and may be supplemented, as necessary.

- Maintenance and light repair of all lighting, plumbing, and HVAC fixtures.
- Grounds maintenance
- Monthly inspections of emergency lighting, water filters, air filters, etc.
- Painting and repair of surfaces: interior and exterior walls and trim, ceilings and ceiling tiles, sidewalks and walkways.
- Installation and/or assembly of furnishings, cabinetry, and shelving
- Repair and installation of door/window and other hardware and weather stripping
- Setting up and taking down of chairs, tables and furniture related to events held in municipal buildings
- Snow and ice control of town facilities, including sidewalks, and all paved surfaces. This includes mandatory on-call availability and is potentially overtime pay. Days/times off shall be coordinated with the Facilities Manager to ensure coverage at all times.
- In conjunction/ cooperation with the Facilities Manager respond to emergency alarms/calls to town facilities 24/7/365. Days/times off shall be coordinated with the Facilities Manager to ensure coverage at all times.
- Assist in overseeing/providing access to subcontractors.
- Provide substitute coverage for custodial duties as the need arises: keeping municipal buildings in a clean, orderly, and safe condition. Cleans offices, hallways, lobbies, restrooms, stairways, floors, carpets, furniture, windows, water fountains, doors, and woodwork; empties waste/recycling baskets and transports waste/recyclables to transfer station; replenishes bathroom supplies.

Knowledge, skills and abilities

- Considerable knowledge of the tools, equipment and methods used in performance of carpentry, painting, electrical, plumbing, and HVAC maintenance and repair.
- Considerable knowledge of the work standards and safety procedures in building maintenance work.
- Good ability to perform maintenance work safely, effectively and efficiently with a minimum of direct supervision.

- Good ability to follow instructions and learn procedures.
- Good ability to establish and maintain effective working relationships with co-workers and members of the public
- Ability to care for and maintain equipment responsibly.

Physical and Mental Requirements / Work Environment

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the building or work site(s) to other locations in and outside of the building or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to move arms, hands and fingers in to grip objects and perform manual labor.
- Ability to see and read objects closely as in reading manuals and instructions. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing or using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve minor problems.
- Ability to lift and carry objects which weigh over 50 pounds for extended lengths of time
- Ability to distinguish between public and confidential information and handle appropriately.

Qualifications

High School diploma or equivalent; Experience or training in HVAC, electrical, or plumbing; Experience in maintenance of municipal or other office buildings; Valid CT Driver's License; ability to operate power tools and lawn and garden tools, ability to plow and shovel snow

Salary Information

This position has a regular need of 38 hours/week with available/mandatory overtime as the need arises. This is an hourly position with regular pay between \$21.00 and \$24.00 per hour dependent on experience. The Town of Columbia offers a competitive health care plan and paid vacation and sick time plus a 401(a) and 457(b) plan.

The Town of Columbia is an Equal Opportunity Employer (EOE).

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Presented to BOS:	October 6, 2020
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Effective:	