



## City of West Fargo Job Description

**Job Title:** Facility Maintenance Worker  
**Reports To:** Lead Facility Maintenance Technician  
**FLSA Status:** Non-Exempt  
**Job Grade:** 32  
**Department:** Fleet/Facility Department  
**Approved by:** Public Works Director & City Administrator  
**Date Prepared:** April 7, 2015

**Summary:** Under general supervision, performs a variety of semi-skilled work in the maintenance of city properties and grounds or as assigned. This is a fully qualified facility/grounds maintenance position. Individual shall have knowledge of processes and equipment used for general maintenance and repair of facilities and grounds. Reports to Lead Facility Maintenance Technician.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs reactive and preventative maintenance duties for facility and grounds maintenance.
- Operates and maintains a variety of tools and equipment necessary to complete tasks involved in the craft to maintain the facility and grounds.
- Performs light electrical duties such as replacement of light bulbs and helping the electrical dept. as needed for the electrical needs.
- Performs routine maintenance on plumbing repairs such as unstopping plugged drains/toilets, water leaks, faucets, etc.
- Performs tasks for grounds maintenance such as mowing, trimming, snow removal, sweeping, etc.
- Purchasing of materials needed to complete projects.
- Repair/replace doors, drywall, ceiling tile and/or associated parts found within the facilities environment.
- Paints interior and exterior walls.
- Assists with special events; moves and arranges furniture; opens and secures buildings; locks entrances, exits, doors and other mechanisms in city buildings.
- Light janitorial duties such as vacuuming, sweeping, mopping, emptying waste bins, etc. as needed.
- Ability to communicate effectively, both orally and written.
- Performs other related duties as assigned.
- Maintain regular attendance.

### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of trades related to buildings and grounds maintenance and repair.
- Knowledge of janitorial procedures and techniques.
- Knowledge of cleaning chemicals and their interaction.

- Knowledge of the operation and maintenance of ground maintenance power equipment.
- Knowledge of safe work principles and practices.
- Knowledge of the City's and the Department's policies and procedures.
- Skills in using hand/power tools and equipment of the craft.
- Skill in assessing and prioritizing multiple tasks and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers and other City employees.

**Education, Experience, Certifications and Licenses:**

- One (1) year experience in janitorial, cleaning, or maintenance services.
- Valid class D driver's license.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed within City facilities/grounds that will require sitting, squatting, bending, crawling, climbing, and reaching.
- Activity may involve being around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses, and exposure to dust.
- May be required to lift and carry items weighing up to 50 pounds.

**Equipment and Tools Utilized:**

- Standard equipment includes motorized vehicle, personal computer and standard office equipment.
- Specialized equipment includes hand tools, buffer, shampooer, vacuum cleaner, lawn mower, snow thrower, chainsaw, trimmers, etc.

**Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the City of West Fargo. The employee is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.**

\_\_\_\_\_  
**Employee's Name (please print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**