CITY OF JOPLIN MISSOURI

Job Description

Job Title:	Facilities Worker	Classification:	Classified
Department:	Parks and Recreation	Grade:	110
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs strenuous unskilled and some semi-skilled labor of routine difficulty, including building maintenance, custodial maintenance, and landscape and grounds maintenance. Serves as a crew leader as necessary.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs a variety of activities associated with cleaning, repairing and maintaining buildings and facilities, setting barricades, traffic barricades, and picking up and hauling trash and debris from City parks, golf courses, cemeteries, and buildings.
2. Cleans and maintains restrooms, kitchens and other facilities, including picking up trash, cleaning facilities inside and out, making sure that restrooms are supplied with soap, toilet paper, and paper towels.
3. Paints interiors and exteriors, performs minor plumbing repairs, completes light carpentry and electrical work; performs building and grounds maintenance work necessary to ensure that facilities are clean, maintained and are safe for use.
4. Prepares sites for events, including moving basketball goals; prepares industrial coffee pots; assists with loading and unloading trucks of props and equipment.
5. Sets up tables and chairs and sound systems for meetings, events, or rentals
6. Meets with facility users to determine the use of the space and their needs. Provides facility tours, as needed.
7. Operates equipment such as riding and push lawn mowers, weed eaters, leaf blowers, brush hogs, and pickup trucks.
8. Contributes effectively within the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General building maintenance procedures and techniques including carpentry, plumbing, painting, electrical repairs, elevators, and heating and air conditioning systems; general grounds/landscape maintenance procedures and techniques; general procedures and techniques for the repair and maintenance of small engines, gas powered tools, and equipment; operating procedures and techniques for a variety of buildings and grounds maintenance tools and equipment; Microsoft Office Suite.

Skill in: Understanding and following oral and written instructions; establishing and maintaining effective working relationships with other City employees and the public; operating and maintaining a variety of tools and equipment used in buildings and grounds maintenance work always conscience of safety precautions; repairing a variety of small gas engine powered tools and equipment; performing manual labor work; troubleshooting basic building maintenance and repair problems; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year of full-time maintenance and repair of buildings and grounds maintenance required..

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and job title
Revision details: City-wide job description revision and updates; job title change from Utility Worker.	