CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**BUILDING MAINTENANCE TECHNICIAN**	**CLASS: 214**
Department:	Parks & Recreation	Title Originated: 2001
Date:	July 2, 2012	Title Revised:
Reports To:	Parks and Recreation Director	Updated: 2012

General Statement of Duties:

Under direction of the Parks and Recreation Director, the Building Maintenance Technician is responsible for overseeing, performing and managing all facility operations for the Community Center building. Responsibilities include maintenance and repairs to the recreation facilities, equipment and grounds, and assisting the Aquatics Supervisor with pool maintenance issues. The Building Maintenance Technician performs work with little or no direct supervision, following a general outline of duties set forth by the Parks and Recreation Director. The Building Maintenance Technician collaborates with the City Engineer to determine necessary building capital improvements; prepares, submits and maintains building maintenance operating and capital improvements budget; supervises the Building Maintenance Assistant and all Community and Griswold Center custodial contractors.

Essential Functions of the Position:

Provide safe, clean facilities through organized maintenance, as well as scheduling and supervision of custodial staff;

Interview, hire, manage and supervise part time custodial staff;

Manage contractual custodial work in the facility;

Monitor, perform and supervise the mechanics of the HVAC controls;

Establish and implement preventive maintenance schedules for each piece of mechanical equipment;

Create and maintain a budget for staff and materials necessary for building maintenance and custodial work at the Community and Griswold Centers;

Supervise and/or perform all general and preventive maintenance in the aquatic facility and to assist the aquatics manager with all maintenance issues;

Secure price quotes for outside contract work and to schedule and supervise maintenance related contractual work;

Open, close and supervise the Community Center as scheduled/serve as Building Supervisor on Duty as scheduled;

Perform or supervise repairs to all electrical and plumbing equipment in the facility.

Train and supervise the Building Maintenance Assistant, and work with the Building Maintenance Assistant on the mechanical systems throughout the Community Center;

Oversee the annual shutdown of the aquatics and fitness areas in the facility, including the preparation of detailed cleaning and maintenance lists for the shutdown period and for supervision of workers involved in the shutdown;

Be responsible for all annual state-regulated inspection certificates for the Community Center, including Boiler and Elevator inspection.

Knowledge, Skills and Abilities:

Ability to perform all assigned duties of the Community Center Custodians;

Ability to perform basic custodial practices and have a knowledge of the cleaning, maintenance and upkeep of public or commercial buildings;

Knowledge of requisite cleaning equipment and their operation and repair;

Ability to maintain commercial or public building HVAC systems;

Ability to plan, supervise and coordinate work of the full and part-time Community Center Custodians;

Ability to perform maintenance and repair on all building systems;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Minimum Requirements of the Position:

This individual must have a High School diploma, G.E.D. or equivalent certification, possess prior custodial, cleaning and HVAC experience and be able to attain a Pool Operator or comparable certification within six months of the date of employment.

Possess a valid Ohio Driver's License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012