CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**BUILDING MAINTENANCE ASSISTANT**	**CLASS: 225**
Department:	Parks & Recreation	Title Originated: 2005
Date:	July 2, 2012	Title Revised:
Reports To:	Building Maintenance Technician	Updated: 2012

General Statement of Duties:

Under direction of the Building Maintenance Technician, the Building Maintenance Assistant is responsible for assisting with all facility operations for the Community Center. Responsibilities include maintenance and repairs to the building, equipment and grounds. The Building Maintenance Assistant performs work with little or no direct supervision, following a general outline of duties set forth by the Building Maintenance Technician. The Building Maintenance Assistant assists with the supervision of all Community Center Custodial contractors.

Essential Functions of the Position:

Assists the building Maintenance Technician with the comprehensive maintenance and cleaning program of the facility;

Maintain and repair all mechanical operations including HVAC, plumbing, aquatics, custodial, appliances and electrical equipment within and around the Community Center;

Maintains the overall appearance of the Community Center, including repairs to shingles and roofing;

Monitor all heating, cooling and ventilation equipment, monitor the Simplex fire system and parking lot timers;

Assist with pool maintenance;

Assist with the inventory of custodial and maintenance supplies; liaison between management and the custodial staff;

Work with and oversee contractual maintenance repairs as necessary;

Serves as Building Supervisor on Duty at the Community Center as scheduled.

Knowledge, Skills and Abilities:

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

Ability to perform basic custodial duties with knowledge of the cleaning, maintenance and upkeep of public or commercial buildings;

Knowledge of cleaning equipment and its operation and repair;

Knowledge of commercial or public building HVAC systems;

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

Ability to perform maintenance and repair on all building systems;

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

Minimum Requirements of the Position:

Must possess a High School diploma, G.E.D. or equivalent certification. Must have 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