

**PUBLIC WORKS DEPARTMENT  
STREET DIVISION  
JOB DESCRIPTION**

**BUILDING MAINTENANCE SPECIALIST**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

The Building Maintenance Specialist maintains and repairs City buildings and facilities, oversees and evaluates the work of contractors and provides work direction to custodial staff and other team members.

**EXAMPLES OF WORK PERFORMED:**

Section 1. Specific Activities

- 1.1 Evaluates work projects, estimating time, materials, equipment, and staff needed. Travels from site to site; inspects facilities, buildings and grounds for routine maintenance; prioritizes repairs and renovations.
- 1.2 Leads the remodeling and repairing of building interiors and exteriors.
  - a. Repairs and constructs walls and partitions; installs, replaces, and repairs doors; paints or stains cabinets, woodwork, fixtures, and equipment. Installs ceilings and carpets. Repairs roofs.
  - b. Repairs plumbing, replacing broken fixtures, fixing leaks, and cleaning stopped drains.
  - c. Replaces, inspects, maintains and repairs lights, fixtures, wiring, breaker boxes, and electrical switches as allowed under the code. Inspects, maintains and replaces fire alarm system
- 1.3 Oversees all maintenance and repair of HVAC systems in City buildings, monitors HVAC controls and adjusts set points as needed, performs routine HVAC system preventative maintenance work; determines HVAC system problems and makes recommendations for repair, reviews and evaluates the quality of HVAC contract vendor work.
- 1.4 Oversees roof maintenance program; inspects the condition of roofs, cleans roof gutters and drains.
- 1.5 Assists in identifying outside contractors to perform skilled trades tasks, prepares timelines and specifications, coordinates, monitors, and reviews contractors' work.
- 1.6 Provides training and work direction to custodial staff and monitors the quality of custodial staff work.
- 1.7 Plans and organizes complex building projects. May lead internal teams in completing work.

- 1.8 Develops and maintains a building maintenance schedule and related records.
- 1.9 Assembles office cubicles, moves and relocates office furniture. Repairs locking systems on doors and cabinets.
- 1.10 Participates in the preparation of the building maintenance budget; monitors budget expenditures.
- 1.11 Purchases building maintenance supplies, materials and equipment.
- 1.12 Responds to building maintenance concerns or complaints, including being on-call for emergencies.
- 1.13 Assists the Street Division with snow removal as needed.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge to carry out detailed written or verbal instructions. Ability to communicate effectively, verbally or in writing, and to effectively lead seasonal staff. Strong customer service orientation with demonstrated ability to interact positively and sympathetically with members of public.

Skill in the operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; request supplies verbally or in writing.

Ability to read and interpret blueprints and plans.

**TOOLS AND EQUIPMENT USED:**

Variety of hand and power tools (drills, screwdrivers, hammers, saws etc.), trucks, grounds keeping or janitorial equipment. When the individual has or obtains a CDL, they may operate equipment requiring a CDL on City property and off City.

**CONFIDENTIAL DATA:**

None.

### **ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee frequently uses hand and carpentry tools, power tools and diagnostic equipment.; occasionally drives heavy equipment; reaches; grasps; holds; uses repetitive movements; uses the telephone; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders; lifts awkward and/or heavy materials.

Employee must be able to frequently lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Valid Wisconsin driver's license and CDL license or ability to obtain CDL within 6 months of employment.
3. Five or more years of construction and/or maintenance work. Specialized training in the building trades or related field preferred.
4. Experience with HVAC systems required. Electrical experience desired.
5. Ability to respond to emergencies after regular business hours.

### **STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace. The City is required to perform random drug testing of any employee holding a CDL license and operating City machinery.

The work environment 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.

While performing the duties of this job, employee is exposed to dirt, temperature extremes, dampness, and all types of weather when performing tasks listed under essential duties and responsibilities. Employee is exposed to noise, vibrations, and equipment movement hazard when working with equipment. Employee is exposed to chemicals when spraying weeds.

**POSITION ACCOUNTABILITY:**

Reports To: Street Superintendent

Supervision Exercised: None

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council:

Revision History: 02/05/18