



## City of Lake Oswego, Oregon

### Job Description

## BUILDING MAINTENANCE WORKER

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 130**

**Job Code: 4000**

### Class Summary

Under general supervision, keeps designated buildings and departments in clean and orderly condition by performing a combination of building maintenance, janitorial, and messenger duties.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Provides regular janitorial service including sweeping, vacuuming, polishing floors, washing windows and walls, and emptying trash; maintains department and document security.
2. Provides messenger service for the department, and other departments as directed; transports vehicles; delivers reports, messages, and documents; picks up and delivers merchandise orders.
3. Maintains designated buildings, performing minor and routine painting, repairs, and other related maintenance activities, using hand-tools and other equipment.
4. Meeting setup and tear down, which may include tables, chairs, systems furniture, audio and video equipment, display boards, etc.
5. Helps contractors locate and access building site and equipment.
6. Office and cubicle reconfigurations and space planning assistance.
7. Monitors and responds to computerized work orders.
8. Performs other duties of a similar nature or level.

### Minimum Qualifications

#### Knowledge of:

- Basic custodial operations.
- Methods, tools, materials, equipment and safety practices and procedures for making small repairs in area of assignment.
- Basic carpentry, painting, and repairs.
- Installing and modifying systems furniture.
- Personal computers and related software applications.

**Skills and Abilities to:**

- Read, write, perform basic mathematical calculations and follow written and oral instructions.
- Safely operate hand and power tools.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Work with minimal supervision.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and six months of experience in general landscape, maintenance, construction work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This 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.*

