

Beaver Water District

Job Description

Job Title: Facilities Maintenance Worker

Exempt: (Y/N): No
Date: March 2022

Department: Maintenance
Reports To: Maintenance Supervisor

JOB SUMMARY

The Facilities Maintenance Worker is responsible for performing general facilities and grounds maintenance work involved in maintaining and improving Beaver Water District (the District) buildings, grounds, and related equipment. An employee in this classification is responsible for overall maintenance of the District's buildings and grounds, cleaning treatment plant equipment and basins, performing various custodial duties, stocking supplies and chemicals, and servicing plant equipment. Work requires the exercise of initiative and judgment in determining work priorities, eliminating hazards, and establishing effective working relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Cleans buildings and surrounding areas by sweeping and mopping floors, gathering and disposing of trash and waste, washing walls and windows, and cleaning various fixtures.
- Cleans treatment process and electrical buildings; cleans chemical feed equipment; cleans and maintains intake structure facilities.
- Assists in servicing filters and treatment basins when taken out of service; regularly skims residue at primary chemical mix location to facilitate further treatment processes.
- Paints equipment and facilities and inspects for damage or hazards; reports findings; repairs minor damages and corrects minor hazards.
- Removes weeds from planted areas; mows, treats and seeds grass areas; trims shrubs and waters plants and grounds; inspects fence lines to assure plant security.
- Removes trash and debris from grounds, lake, ponds, and adjacent areas.
- Stocks cleaning and building maintenance supplies and equipment; monitors use of supplies and notifies supervisor of purchase requirements.
- Performs other duties as directed by immediate supervisor or designated management personnel.
- Attendance must be punctual, reliable, and complete. Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow as required.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- High school diploma or general education degree (GED).

EXPERIENCE:

- Minimum of two (2) years of experience in grounds and facilities maintenance, including familiarity with equipment and tools and basic construction trades.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of basic carpentry, masonry, painting, plumbing, and minor maintenance and repair methods and techniques.
- Ability to use hand and power tools and equipment effectively and safely.
- Ability to establish and maintain effective working relationships with employees and management.
- Ability to read and interpret documents such as safety rules, operating, maintenance instructions, and procedure manuals.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's and to perform these operations using weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Other duties as assigned.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled "Physical Demands of the Facilities Maintenance Worker Essential Job Functions" are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating, maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, and working with and around hazardous materials, at heights, and in confined spaces. Promotes safety practices to others through encouragement and reminders. Follows all safety requirements. Reports unsafe conditions. Ensures system specific safety requirements are followed.

WORK ENVIRONMENT

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

While performing the duties of this position the Facilities Maintenance Worker is exposed to outdoor weather conditions and wet or humid conditions both weather and non weather related. The Facilities Maintenance Worker occasionally works in high, precarious places, works near moving mechanical parts, and is at risk of vibration. The Facilities Maintenance Worker is exposed to fumes and airborne particles and toxic or caustic chemicals and is required to wear personal protective equipment where appropriate.

The noise level in the work environment is usually moderate and occasionally loud to very loud.