

The City of Altoona Position Description

Position Title:	Custodial/Maintenance Worker, Part Time	Department:	Administration
Expected hours per week:	12-18 hours per week	FLSA:	Non-Exempt
Last Update:	May 2022	Reports To:	City Administrator

Purpose of Position

The purpose of the position is to perform duties related to maintaining City Hall and the Public Library.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains City Hall and the Public Library including cleaning and general maintenance in and around the building.

Performs a wide variety of custodial tasks including cleaning floors, windows, walls, ceilings, light fixtures, ducts, sinks, lavatories, urinals and removing trash.

Assists in regular maintenance of facilities including HVAC systems, minor electrical and plumbing repairs and other duties as assigned.

Performs invasive plant/pest management and eradication including identification, control measures, and eradication.

Operates and maintains mowers, vacuums, power tools and other miscellaneous equipment.

Maintains regular punctual and predictable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent and two years of experience custodial and facilities maintenance. Additional training or experience in special trades such as carpentry, landscaping, masonry or related fields desirable. Possess a valid driver's license.

Necessary Knowledge, Skills and Abilities to Perform Essential Job Functions

Knowledge of the practices and techniques used in operation, maintenance, construction and repair of general building and exterior areas.

Knowledge of the occupational hazards and safety precautions related to normal maintenance activities.

Knowledge of the characteristics of healthy plant growth and plant diseases including practices and methods for tree, shrub, and maintenance.

Knowledge of the safe application of fertilizers and pesticides.

Knowledge and ability to perform daily maintenance and servicing of equipment,

Skill to safely and effectively operate a variety of maintenance equipment, tools and materials.

Ability to perform, construction, mechanical maintenance, repair and custodial duties.

Ability to operate a variety of hand and power tools, vehicles, and equipment used in general building maintenance.

Ability to work on own with little supervision, and to understand and carry out oral and/or written instructions.

Ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions.

Ability to complete necessary paperwork.

Ability to maintain effective relationships with other employees and to deal with the public in a courteous and tactful manner.

Ability to work in a safe manner.

Physical, Mental and Environmental Requirements

Position requires standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in performance of daily duties.

Incumbent must coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as operating equipment, driving, cutting, painting, drilling, etc.

Position requires infrequent lifting and/or moving up to 50 pounds and operating tools for extended periods of time.

Incumbent must recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Incumbent will work under often challenging and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.

Incumbent may be required to respond to after-hours emergency calls-outs and perform routine standby duties.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.