



## PUBLIC WORKS

April 15, 2025

RE: Building Service Technician Job Description

This job description will create a new promotional position across several City facilities and departments, this position was initially presented and approved in the 2025 budget as an achievable advancement for the Building Service Worker position.

To better suit the needs of our facilities, the position has been changed to include duties mirroring those of our buildings and grounds operators while still including the custodial duties of the Building Service Worker position. These expanded duties include: changing HVAC filters and light bulbs, lawn maintenance, weed and vector control, supervising licensed contractors on City property as needed, and working to support programming and events at assigned facility.

Department leadership will have the option to budget for this position in place of their Building Service Worker position, the internal candidate will then have the opportunity to interview for this position.

This job description has been reviewed by HR, staff recommends approval.

Thank you,

A handwritten signature in black ink, appearing to read "J Waldo", is written on a white background.

Jacob Waldo  
Deputy Public Works Director

