



City of Madison

Job Description

Title: Building and Grounds Maintenance Technician Department: Facilities & Grounds

Nonexempt X Pay Grade 11 Reports to: Assistant Director

New Position X Position Change Effective Date: 09/06/23

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This position develops, implements, and oversees the building maintenance and repair of all City-owned facilities and is responsible for the maintenance and remodeling of City facilities.

This employee performs manual work requiring physical strength in maintaining public buildings. Work requires journey-level skill in the operation of small to medium equipment. Position performs journey-level skilled building maintenance in city buildings. Position also performs journey-level skilled tasks in and ground landscape and maintenance.

Essential Functions/Major Responsibilities:

- Coordinates maintenance schedule for City facilities.
- Plans, organizes, directs, and inspects the work of building crews and contractors.
- Prepares reports and recommendations on current and proposed projects.
- Responds to complaints regarding facilities maintenance and takes appropriate action to resolve problems.
- Manually performs various facility maintenance projects, such as installing signage, plumbing, fixture work, locksmith, painting, and other similar tasks.
- Estimates labor and material costs, reviews plans and specifications and makes recommendations to the Director and Assistant Director on various facility projects for maintenance and improvements.
- May supervise non-employee workers performing community service and enforce compliance with safe working methods.
- Makes all City property safe for employees and public during adverse weather conditions (i.e., ice, snow, etc.) in a timely manner.
- Sets-up facility for various public events (from obtaining tables to determining the best lay-out of furniture and equipment).
- Enters labor and materials into the facility work order system.

- Communicates and follows up with managers and employees on status of work requests and projects.
- Ensures tools and supplies are available for city maintenance projects.
- Other duties as assigned.

Secondary Functions:

- Makes petty cash purchases as assigned.
- Assists with emergencies and severe weather.
- Assists departments citywide with various facility, equipment, materials, or delivery requests.
- Ensures that department vehicles and equipment are available and in good working condition.

Supervisory Responsibility:

None

Interpersonal Contacts:

- This position has contact with co-workers, plumbers, electricians, HVAC technicians, vendors, and members of the general public.
- The purpose of these contacts is to give or exchange information to resolve problems and provide services.

Specific Job Skills:

- Knowledge of general City operations.
- Knowledge of methods, materials, equipment, and operating practices involved in custodial, heating and air conditioning maintenance and repair, and building maintenance and repair work.
- Knowledge of applicable local, State and Federal building and trade regulations.
- Knowledge of hazards and safety principles involved in building maintenance and repair work.
- Knowledge of occupational health and safety, including accident causation and prevention.
- Knowledge of budget preparation principles.
- Knowledge of landscaping maintenance, repair, construction and horticulture projects, fertilization application procedures, building and ground maintenance procedures, plant diseases and insecticides.
- Knowledge of building and grounds maintenance equipment and supplies.
- Knowledge of plumbing and carpentry skills.
- Knowledge of locksmith skills.
- Skill in reading to understand written instructions, policies, and procedures.
- Skill in mathematical calculations to purchase needed supplies.
- Skill in project management, planning, organization, and prioritization skills.
- Ability to communicate with managers, employees, vendors, and the general public.
- Ability to complete routine forms.

Education and/or Experience:

- High school diploma required and Associate degree in construction management or a related field is highly preferred. College attendance or formal training to further education with emphasis on facility maintenance and landscape/horticulture required as a minimum.
- Five years of experience in building, construction, and maintenance operations.
- Reading skills to understand written instructions and product labels.
- Current valid driver’s license, and good driving record required for use of city vehicle.
- Strong experience working in building maintenance and janitorial custodian field performing similar tasks to job responsibilities.
- Strong work history of dependability and performance.
- Willing to work nonstandard hours and overtime as required.

Job Conditions:

- Strong background record required, due to accessibility to employee and city property, confidential records, public and children.
- May require occasional overtime and weekend work.
- Must maintain a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Must wear appropriate safety attire and follow all safety precautions.
- Must be able to report to City Hall during adverse weather conditions to de-ice walkways, parking lots, etc. in a timely manner.

Physical Capabilities:

- Work is performed while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The employee frequently lifts heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- Work is performed indoors and outdoors, occasionally in cold or inclement weather.
- The employee may be exposed to dust, dirt, grease, machinery with moving parts, and irritating chemicals, and occasional cold or inclement weather.
- Work requires the use of protective devices, such as masks, goggles, or gloves.

Mayor Approval, _____ Date

Department Head Approval, _____ Date