

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: September 2024

Position Title: Facilities Technician

Status: Non-Exempt

Department: Administration

Approved: _____

Accountable to: City Administrator

Grade: 43

Primary Objectives

The primary role is to coordinate and execute general cleaning services at assigned city owned buildings.

Performs custodial, janitorial work as well as light building maintenance and minor repairs, including carpentry, patching and painting walls, replacing ceiling tiles and light bulbs, unclogging drains, assemble, move and repair furniture and other similar duties. Monitors general condition of buildings, facilities and equipment and notifies supervisor of items needing repair or replacement.

Performs general duties such as snow removal, shoveling, and salting entrances and sidewalks at City Hall/Fire Station facility.

Perform preventative and routine maintenance of equipment and property, such as, but not limited to equipment and light electrical. Makes minor repairs and or takes corrective action as necessary.

Ordering of kitchen, cleaning and toiletry supplies when needed.

Supervision Received

Works under the general and/or technical supervision of the Deputy Administrators City Clerk and Deputy Administrator Public Works Director

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

1. Schedules and performs~~Participates in the cleaning and~~ general janitorial~~cleaning~~ services within all city buildings. Performs such duties as dusting, cleaning floors, sinks, drinking fountains, locker rooms, windows and glass, pick up and remove trash, clean and sanitizedisinfest restrooms, scrubbing toilets and adding paper products and soap to dispensers, sweeping.

[mopping](#), vacuums carpets and mats, clean and disinfects spills and stains, [carpet shampooing](#), etc.-

2. Performs general and routine duties ~~as directed related, maintenance and upkeep of city facilities~~ such as: [toilet and sink plumbing repairs, changing lightbulbs, replacing drinking fountain and refrigerator filters, lubricating overhead door wheels, changing locks, hanging items on walls, furniture assembly, drywall patching and painting, etc.](#)
3. Orders and stocks all City consumables and paper products.
4. [Performs weekly, monthly, and annual safety inspections at all city-owned buildings, including City Hall/Fire Station, Police/Public Works, 4020 Storage Building, Unfluent Building, Pre-treat building, Tertiary Building, Wastewater Operations Building, Water Treatment Plant, Well House, Warming House, Concession Stand, and Bottle Shop. Inspections include: emergency eye-wash stations, fire extinguishers, AEDs. Safety signage and emergency lighting. GFCI outlets, ladders, and first aid kits. Replaces expired products in first aid kits as needed.](#)
5. [Performs daily boiler checks and completes logs](#)
6. [Completes requested work orders and documents work performed.](#)
7. [Keeps detailed records including expenses, schedules, Safety Data Sheets for cleaning chemicals, etc.](#)
- 3.8. [Troubleshoots problems with building systems and their components.](#)
- 4.9. Reports unsafe conditions to Public Works Director and works to correct conditions as reasonably able.
- 5.10. Assists with minor repairs and maintenance. (e.g. changing light bulbs, blinds, shelves, assembling furniture, etc.)
- 6.11. Assists in monitoring the security of the building to ensure building remains secure and attends monthly safety committee meetings.
- 7.12. Assists with events as needed, including the coordination of set up and tear down with furniture, movement of equipment/furniture or placement of structures.
- 8.13. Snow and Ice removal on sidewalks around City Hall and Fire Station to assist in safety of employees and visitors. Assist other city owned facilities as needed.
- 9.14. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain working relationships with all departments
- Maintain logbooks or records of upkeeping, annual tasks
- Coordinate and monitor work orders, schedules and facility needs
- Work with minimal direct supervision in a safe and efficient manner
- Ability to properly and safely use hand and power tools, analytical equipment, painting equipment, sewer cleaning equipment and snow removal equipment
- Knowledge of city properties and the maintenance needs of each
- Ability to respond to emergency calls within 45 minutes
- Must wear safety equipment when required and follow established safety practices and procedures
- [Using a variety of cleaning techniques, appropriate chemicals and cleaning equipment](#)
- [Ability to perform basic plumbing repairs](#)
- [Basic understanding of building HVAC systems, components, and operation](#)
- [Knowledge of OSHA safety standards](#)

MINIMUM QUALIFICATIONS

- Minimum of two years relevant employment experience, or one-year education or training in repairs of mechanical systems in residential or commercial building
- Able to meet standard background check, including fingerprinting
- Possesses a valid and unrestricted Driver's License and a satisfactory driving record
- Ability to lift up to 75 pounds, with or without special accommodations
- Ability to work both inside and outside in all weather conditions