

**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: 3

Primary Objectives

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 and Public Works Director

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

1. Participates in the cleaning and general janitorial 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 sanitize restrooms, toilets and adding paper products to dispensers, vacuums carpets and mats, clean and disinfects spills and stains.

2. Performs general and routine duties as directed related, maintenance and upkeep of city facilities.
3. Orders and stocks all City consumables and paper products.
4. Reports unsafe conditions to Public Works Director and works to correct conditions as reasonably able.
5. Assists with minor repairs and maintenance. (e.g. changing light bulbs, blinds, shelves, assembling furniture, etc.)
6. Assists in monitoring the security of the building to ensure building remains secure and attends monthly safety committee meetings.
7. 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. 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. 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

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