



City of Duluth  
3167 Main Street  
Duluth, GA 30096  
(770) 476-3434

## JOB DESCRIPTION

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JOB TITLE: **BUILDING MAINTENANCE TECHNICIAN**

DEPARTMENT: Police

SUPERVISOR(S): Support Services Division Commander

DATE: 07/13/2010; 2/23/2021

EEO GROUP: 08 (Service-Maintenance)

EEO FUNCTION: 13 (Sanitation & Sewage)

FLSA: Non-Exempt (“Hourly”)

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*

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### JOB SUMMARY

Responsible for cleaning and maintaining Police Department buildings, facilities, and equipment; including maintenance of specialty floor surfaces. Duties also include following a routine cleaning schedule including removing trash, dusting, cleaning restrooms and kitchen/break areas, washing windows, restocking supplies, changing filters on HVAC equipment, running errands, picking up and delivering supplies, keeping accurate cleaning and supply logs/reports, following national and state flag flying protocols, performing routine building maintenance as directed, and attending scheduled training classes. This position will also supervise inmate laborers. This position is classified as skilled, manual work which is performed alone or as part of a crew.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Building Maintenance**

1. Maintenance of various types of floor surfaces, including marble, carpet, granite, ceramic, and copper floor inserts in a professional and technically accurate manner
2. Paint interior of building as needed
3. Perform general maintenance work

### **General Custodial Work**

1. Sweep, wet/dry mop, and vacuum floors; washes walls, woodwork, and mirrors; keeps interior windows and blinds clean; dusts bookcases and desks of all offices, conference rooms and meeting rooms according to predetermined schedule
2. Pick up trash and debris inside buildings, empty trash containers, replace trash bags, and take all trash to dumpster
3. Clean, disinfect, and deodorize restrooms, including sinks, urinals, and toilets; replace restroom supplies including towels, soap, toilet tissue, hand sanitizer and seat covers
4. Clean and disinfect the kitchen/break rooms, inside drinking fountains, and kitchen equipment (refrigerator, microwave, stove, and ice maker); cleans sinks and counter tops
5. Vacuum drapes, blinds, and window skills to keep free of dust
6. Respond to daily maintenance needs as determined by weather (rain, mopping hallways, etc.)
7. Replace light bulbs and clean light fixtures
8. Clean air vents and register returns
9. Clean up spills
10. Care for indoor plants (dusk artificial plants, water and fertilize real plants)
11. Maintain grounds adjacent to the Police Department; pick up and disposes of trash and litter; water flowers and shrubbery (this work may be supplemented by various subcontractors as workload demands)
12. Store and restock garbage bags and cleaning supplies, meeting supplies, paper goods.

13. Perform other daily duties as directed.

### **Manual Labor**

1. Arrange and set up rooms for meetings and functions. Set up, clean up, and take down tables and chairs
2. Assist in loading, unloading and moving miscellaneous items such as supplies, equipment, furniture, boxes, etc.

### **Notify Supervisor**

1. Notify supervisor when:
  - a. any cleaning or maintenance of inaccessible areas is required,
  - b. supplies are needed,
  - c. damage to structure or equipment is noted,
  - d. repairs to tools or equipment is needed,
  - e. questions arise about any work related issue

### **Safety and Security**

1. Opens designed interior department doors each day as needed.
2. Locks doors which should be locked and turn off lights when securing building at closing when no other functions are scheduled for later as needed.

### **Maintain Safe Work Area**

1. Place and remove cones, barricades, and/or warning signs to ensure safety of public, such as wet floors
2. Safely use/mix/dilute all chemicals and cleaning supplies according to manufacturer or label directions
3. Clean up work area upon completion of job
4. Pick up all tools and equipment
5. Secure the work site if returning later
6. Clean and maintain tools and equipment in safe and operable condition
7. When operating a vehicle, observe safe driving principles and practices

### **Miscellaneous Duties**

1. May make coffee for sponsored events/meetings and cleans up afterwards
2. Run errands for Police departments; deliver and pick up mail; deliver articles between various offices and buildings
3. Raise and lower flags on special occasions as requested and in accordance with flag flying protocols
4. Put up Christmas and other seasonal decorations inside building and store decorations after use

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations
2. Endeavors to continuously improve the services provided to the citizens of Duluth
3. Demonstrates work initiative and makes positive suggestions for improvement
4. Performs other related duties and functions as directed, or which are readily apparent
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Wears acceptable and clean clothing/uniform
13. Demonstrates acceptable personal hygiene and grooming
14. Demonstrates decision making/problem solving ability
15. Follows chain-of-command

## **SUPERVISION RECEIVED**

Work is performed under general supervision of the Support Services Division Commander. Specific procedures for performance of duties are provided. The employee is responsible for completion of duties within established policies and procedures and for meeting established deadlines. Work is checked periodically.

## **EMPLOYMENT STANDARDS**

*Employees must be at least 18 years of age, and must be legally able to accept work in the United States.*

### Experience, Training and/or Education:

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

A High School diploma, state-issued GED, or equivalent is required.

Requires documented professional training and experience in maintenance of various types of floor surfaces, including marble, carpet, granite, ceramic, along with copper floor inserts.

Previous work experience in custodial duties in an office environment is required, along with experience and knowledge of professional cleaning supplies and techniques.

### Other Requirements:

*Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.*

1. Possession of a valid Class C, Georgia Driver's License is required within 30 days of hire, and must be maintained throughout employment.
2. Acceptable Motor Vehicle Record (MVR)
3. Must be able to work as scheduled to work, and may work various hours, and various days of the week, including weekends, nights and holidays as needed.

4. Must be able to successfully complete a rigid and thorough personal, work experience, and qualification background investigation, which includes: medical exam, physical agility exam, drug screening test, polygraph examination, verification of all credentials and qualifications (personal references, previous employment, education, training, etc.), and interviews.

## TOOLS AND EQUIPMENT USED

While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including:

Equipment – Mops, mop bucket, brooms, and dust pans; screwdrivers and other hand tools; hand trucks; ladders; buffer, and other custodial items

Supplies – common commercial cleaning products, as well as specialty cleaning products for unusual floor surfaces

Power Tools - Vacuum cleaners, floor buffer, fans, wet/dry vac

Motor Vehicles - passenger car or pickup truck

Safety Equipment – latex and work gloves, goggles, dust mask

Paint – paint brush, paint roller, etc.

Computer Usage – minimal computer usage to clock in/out for timekeeping

Miscellaneous – other type of maintenance tools associated with general maintenance work

## KNOWLEDGE, SKILLS & ABILITIES

*The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a “Fully Proficient Level.” Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge:**

Knowledge of the safe operation of tools and equipment used in the job

Knowledge of safe work methods and basic safety practices

Knowledge of procedures and practices in custodial work, particularly when cleaning specialty floor surfaces.

Knowledge of safety procedures with the use of cleaning products.

Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Knowledge of body mechanics necessary to safely lift and move objects

Knowledge of applicable federal laws and administrative rules; state laws and administrative rules; and city ordinances

Knowledge of Department and City policies, procedures, directives, rules and regulations

Knowledge of basic standard American English grammar, punctuation, spelling, language usage and vocabulary

Knowledge of basic mathematics

**Skill:**

Skill in use and operation of listed tools and equipment

Skill in the use of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Skill in safely lifting and moving objects

**Ability:**

Ability to perform the essential duties and responsibilities of the job

Ability to learn the specific operations, procedures, and equipment of the job

Ability to safely and efficiently operate assigned equipment and tools

Ability to perform manual cleaning and maintenance tasks.

Ability to correctly apply and use commercial cleaning products.

Ability to work independently and follow directions

Ability to be constantly alert and aware of the hazards involved and apply safety practices and principles in reporting and preventing accidents

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives

Ability to apply standard solutions to recurring situations

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change

Ability to work within deadlines to complete projects and assignments

Ability to analyze, plan, and organize work

Ability to communicate and effectively convey information to other persons orally and in writing

Ability to speak clearly so that it is understandable to a listener

Ability to listen actively

Ability to read, speak, write, and spell using standard American English grammar

Ability to recall and relate details of incidents in order present information to concerned parties

Ability to understand and follow quickly and accurately oral, written, and/or demonstrated instructions and procedures

Ability to successfully complete the Department's training programs following employment/assignment

Ability to communicate effectively with people in a courteous, tactful and fair manner

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, other city employees, and the general public

Ability to work effectively as an individual and as a team member

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to change and changes in work conditions

Ability to problem-solve and make decisions

Ability to work flexible hours on varying days of the week, including weekends as required

Ability to perform basic mathematical calculations with accuracy

Ability to assert self appropriately



Ability to properly handle confidential information

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- frequently required to use their hands to finger, handle, feel or operate objects, tools, or controls—such as to operate a variety of machines and equipment
- frequently required to reach with hands and arms
- frequently required to sit, stand and walk
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as directives from supervisors or questions from the public, etc.)
- frequent lifting of light items utilizing proper body mechanics and techniques
- frequently required to climb stairs and/or ladders
- frequently required to kneel, bend, crouch, crawl or stoop; climb or balance
- frequently exposed to outdoor temperatures and weather conditions

The employee frequently lifts and/or moves up to 20 pounds, and must occasionally lift and/or move up to 50 pounds. Assistance will be provided for heavier loads.

Specific vision abilities required by this job include correctable binocular vision sufficient to perform job duties, which means: the ability to adjust focus, close vision, distance vision, no marked red-green deficiency of color vision, normal depth perception, no significant interference with night vision, no significant loss of peripheral vision, and no uncorrectable strabismus which is accompanied by double vision.

The employee must be able to smell natural gas leaks, smoke, and other hazardous odors.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee normally works in an office environment with some duties performed outside, and may be exposed to inclement weather (including wet and/or humid conditions and temperature extremes), dust, fumes or airborne particles, and

commercial cleaning chemicals. The employee is occasionally exposed to the risk of contagious or infectious diseases (i.e., blood and body fluids while cleaning bathrooms). The noise level in the work environment ranges from quiet to moderately loud.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunity for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.