

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Beach, Library	DEPARTMENT NUMBER	445, 410
REPORTS TO (TITLE)	Various	JOB FAMILY	Facilities Maintenance
PAY GRADE	1, LA3	DATE OF LAST REVIEW	December 2023

**NATURE OF WORK**

The first level in the Facilities Maintenance series is responsible for keeping public buildings clean and in orderly conditions. Performs cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass and removing debris. Duties may include notifying management of repairs and clearing sidewalks (for example: clearing of snow). Operates and maintains cleaning equipment and keeps inventory of custodial supplies.

**DUTIES / RESPONSIBILITIES** *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Cleans building floors by sweeping, mopping, scrubbing, or vacuuming and gathers and empties trash to have a sanitary environment for employees and patrons. Services, cleans and/or supplies restrooms;
2. Performs inventory checks of cleaning supplies to maintain appropriate levels;
3. Performs gardening work (caring for flower beds, removing litter) including basic mowing to promote cleanliness and beautification of the facility;
4. Cleans windows, glass partitions, or mirrors using soapy water or other cleaners, sponges and/or squeegees;
5. Dusts furniture, walls, machines, or equipment
6. Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**
**Beach**

- Part-time position averaging 27 hours per week.

**Library**

- Part-time position averaging 20 hours per week

**SUPERVISORY RESPONSIBILITIES**

Does not officially supervise other employees

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent (G.E.D.);

**LICENSING / SPECIAL REQUIREMENTS**

N/A

**SKILL / ABILITIES REQUIREMENTS**

- Read, understand and apply information from Safety Data Sheets (SDS);
- Materials, methods, and tools involved in maintenance;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: walking, crouching, reaching, standing, lifting, handling, grasping, seeing, climbing ladders.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, or gloves as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Intense noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**CLASSIFICATION HISTORY**

DATE	COMMENT
December 2023	Created Job Description

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.