

CITY OF MALDEN

POSITION DESCRIPTION

Class Title: CUSTODIAN/MAINTENANCE		Date: 06/26/2023
FLSA Status: <i>(To be completed by HR)</i> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Grade Number: Classification Code:	Division: COMMUNITY CENTER
Department: COMMUNITY CENTER		Reports To: CITY CLERK

PHYSICAL/ENVIRONMENTAL CHARACTERISTICS

Essential functions are routinely performed in: (check all that apply)

- General Office
 Maintenance (Indoor & Outdoor)
 Management
 Other _____

Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.

GENERAL PURPOSE- Description to include the purpose of the position and level of supervision given or received.

To complete any maintenance and upkeep duties as related to the City of Malden - Community Center directed by supervisor whether verbally or in writing. Position requires that assigned and usual duties be completed on a timely basis. Work is performed with instructions from City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Describe each of the basic functions, responsibilities of the job, and abilities (physical and mental).

Must be mentally and physically able to perform all the herein listed duties and any other work as assigned or deemed necessary by the City Clerk.

1. Open/Closing of Community Center at specific times for scheduled events.
2. Perform all functions for the maintenance and upkeep of the Community Center including but not limited to changing filters in heat/air systems, replacing lightbulbs, cleaning bathrooms, wash windows and doors, and sweeping floors, etc.
3. Set up tables and chairs for scheduled events as requested.
4. Responsible for submitting to City Clerk, any issues with equipment or property.
5. Complete minor purchases within established guidelines. No purchases allowed without prior approval.

The functions listed above 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.

DESIRED MINIMUM QUALIFICATIONS – Describe the minimum education and experience required for the job.

Minimum High School Diploma or equivalent. Experience in maintenance with a variety of equipment and/or properties. Must be 18 years old or older to operate certain power equipment. Any employee whose work requires that he/she drive City vehicles must hold a valid Missouri Driver’s License. Must have own transportation. Ability to acquire any other license as may be required by law. Must pass a drug test and medical physical including back x-rays prior to employment commencement.

KNOWLEDGE, SKILLS, & OTHER QUALIFICATIONS – Describe knowledge, skills, and qualifications required for the job.

Knowledge of

- (1) Ability to handle/operate equipment owned, power tools, chainsaws, paint sprayers, farm tractors, rotary mowers, lawn mowers, snow removal equipment, spraying equipment, and any other equipment for grounds and property maintenance.
- (2) Ability to learn to perform maintenance such as electrical, asphalt repair, painting, snow/ice removal, and any other work deemed necessary by the Public Works Superintendent.
- (3) Ability to learn the procedures to safely navigate ground equipment and to identify the presence of any hazardous defects or foreign objects and take required action to eliminate the hazardous condition in an expedient manner. Must inform Superintendent of hazards even when handled.

Skills

- (1) Strong mechanical, electrical, plumbing, etc. abilities.
- (2) Ability to exercise some independent judgment in the accomplishment of responsibilities assigned.
- (3) Ability to comprehend written and verbal instructions.

Qualifications

- (1) Must be mentally and physically able to perform all the herein listed duties and any other work as assigned or

deemed necessary by the Superintendent.

- (2) Must remain aware and observant and must react promptly and accurately to mitigate damages.
- (3) Must be able to work in a variety of environmental conditions as necessary.

EQUIPMENT & VEHICLES USED – Include the equipment and vehicles used, if applicable.

Typical cleaning supplies, ladders, small handheld power tools and vehicles owned and operated by the City of Malden.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

Approved by City Council: June 26, 2023