

Position Code: 4445	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain City buildings, structures, fixtures, and equipment. The class is responsible for overseeing or performing installation, modification, maintenance, and repair of facilities including electrical, carpentry, mechanical, plumbing, painting, masonry, and outdoor structures or fixtures, and completing logs, forms, and reports. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
1.	Supervises others involved in installation, modification, or maintenance of structures, facilities, or fixtures; monitors and inspects contractor performed work.
2.	Inspects or monitors condition of buildings, structures, fixtures, equipment, and outside structures for needed maintenance or repairs.
3.	Plans work including establishing work schedules and activities, monitoring progress, and assisting as required.
4.	Initiates installation, modification, construction, maintenance or repair actions in response to inspections or work orders.
5.	Estimates materials and determines tools, support equipment, or other things needed for job; secures needed items and transports to job site.
6.	Performs indoor maintenance including painting, carpentry, plumbing, electrical or mechanical repairs, fixture moving or repair, and other.
7.	Performs outdoor maintenance including concrete work, painting, roof replacing or repairs, structure repair, and other.
8.	Assists other departments or offices with maintenance tasks; trains and/or oversees others.
9.	Performs administrative functions such as recording information, assisting with, or preparing budgets, controlling expenditures, compiling reports, developing specifications, and procuring and monitoring tools, supplies, and materials.
10.	Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
11.	Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in a construction or maintenance trade, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.