**Position Title**: Facility Maintenance, Public Works

**Statement of Duties**

The Facility Maintenance position will be responsible for keeping the assigned facilities clean and orderly. **This is a Full-Time Position**

**Supervision**

Employee works under the direct supervision of the Facilities Manager and the general supervision of the Public Works Director. Employee does not exercise supervisory responsibilities.

**Job Environment**

Employee must be able to maintain a flexible schedule, working some nights and weekends.

**RESPONSIBILITIES & DUTIES**

* Clean and restock restrooms
* Check building/grounds for maintenance issues (including but not limited to dysfunctional toilets, burnt out lights, peeling paint, mold, dysfunctional heating/cooling system, etc.) and report issues to Facilities Manager
* Fix any maintenance issues as directed by the Facilities Manager
* Clean and remove trash from all rooms, including the meeting rooms, studios, kitchen, auditorium, stage and backstage areas.
* Other duties as assigned

**Recommended Qualifications:**

PHYSICAL/MENTAL

Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs. Normal vision is required for this position. Equipment operated includes office machines, computers, audiovisual equipment, lifting equipment, equipment racks, and City vehicles.

KNOWLEDGE/SKILLS/ABILITES

* Well-developed time management, organizational and follow-through skills
* Proficient verbal and written communication skills

SPECIAL REQUIREMENTS

* A candidate for this position is required to have a valid driver’s license.
* Ability to maintain flexible schedule, including some nights and weekends.