

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF190 Environmental Service Worker
POSITION #/TITLE: 2269 Environmental Service Worker	Adopted: 07-16
	Revised:

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Facilities Maintenance Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 18
Reports To Position #/Job Code #/JC Title: 2445/NB377/Environmental Services Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Eye, Face, Hand, Head, Hearing	

General Statement of Duties

Provides labor and maintenance services in the maintenance and repair of city-wide facilities as assigned, including serving as a lead worker of Custodians when needed.

Distinguishing Features of the Class

Works under general supervision or independently and to exercises some discretion in work method and schedule.

Examples of Essential Work (Illustrative Only)

Performs minor maintenance and repairs to building, including carpentry, electrical and plumbing;
 Assists other Facilities Maintenance Worker's with projects;
 Drives pick-up truck, skidsteer, forklift, parking lot sweeper, snow removal equipment or other service vehicles and equipment of work system;
 Performs power washing;
 Performs some outdoor maintenance work such as picking up litter, plowing and shoveling snow, power sweeping interior bays and surface lots, and maintaining trees and shrubs;
 Paints walls, fixtures, machinery, furniture, etc;
 Loads and unloads trucks;
 Checks fire extinguishers and lights to keep in working order;
 Sweeps, mops, seals, waxes and polishes floors; vacuums floors and carpeting;
 Washes walls, woodwork and windows;
 Cleans and rearranges furniture;
 Wears and properly uses safety equipment including personal protective, fall protection equipment;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of effective methods and techniques of building cleaning and maintenance and of minor mechanical, plumbing and carpentry maintenance and repair in buildings;
Knowledge of OSHA respiratory protection standards, right-to-know laws, CPR and First Aid;
Skill in the various methods and techniques of building cleaning, maintenance and minor repair;
Ability to properly utilize the following equipment, and tools: pickup with snow plow/spreader, tractor-sweeper, brooms, mops, floor polishers, lawn mowers, snow blowers and shovels, fork-lift, power and hand tools, dump truck, industrial sweepers, man-lift, end-loader, personal protective equipment and fall protection equipment;
Ability to work cooperatively, and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of one year experience as a building maintenance worker, including some experience in minor building repair work; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's license.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate the following equipment and tools: broom, mop, floor polisher, lawnmower, snowblower, power and hand tools, pick-up truck, and standard safety equipment.