

POSITION DESCRIPTION

City of Brewer

Title: Facilities Manager
Department: Parks and Recreation
Effective Date: July 11, 2019

GENERAL PURPOSE:

Performs a variety of skilled and unskilled custodial and maintenance work at the Brewer Auditorium. Performs a wide range of general cleaning, maintenance, and building improvements.

SUPERVISION RECEIVED:

Works under the close supervision of the Parks & Recreation Director, but must exercise initiative in the position.

SUPERVISION EXERCISED:

None generally. May supervise temporary employees or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the daily cleaning by sweeping, mopping, machine washing of all floors and entrances, exists, keeping entire building and all rooms, including restrooms, locker rooms, community rooms, break rooms, offices, closets, kitchens, snack bar, and all other areas clean, neat, and attractive.
- Cleans all windows, doors, ledges, blinds, rugs, walls, flat surfaces, trash cans, recycling bins (sanitizing as necessary), and other areas where dirt and/or dust may accumulate.
- Cleaning the restrooms and locker rooms entails washing floors, cleaning and sanitizing toilets, seats, urinals, sinks, mirrors, water fountains, and partitions. Keeping soaps, toilet paper, paper towels and other consumable items stocked and available for immediate use.
- Keeps and Maintains full inventory of all cleaning, maintenance, and consumable supplies for the operation of the building, including but not limited to soaps, toilet paper, paper towels, light bulbs and other similar inventory, and orders replacements as needed and within budgetary limits.
- Works at extreme heights, replacing light bulbs, hanging banners, replacing ceiling tiles.
- Keeping all building entrances and walkways free of snow and ice in the winter time as well as other debris and hazards throughout the year.
- Serves as lead worker in stripping tile floors and applying wax as needed.
- Maintains all painted areas in the appropriate condition with touch ups as needed.
- Works with the Code Enforcement Officer to determine if a permit or license is required and performs all other necessary minor electrical, plumbing, and carpentry work as required.
- Maintain good working relationships with departmental personnel, inter-departmental personnel, public officials, and the general public.
- Inspects and maintains assigned custodial equipment and tools for proper operating condition.
- Keeps records of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Sets up and takes down furniture, seats, tables, equipment, or other items associated with all other events.

PERIPHERAL DUTIES:

- May serve on various employee committees, as required and assigned.
- Picks up litter from around buildings and grounds.
- Opens and closes, locks and unlocks facilities as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) High School Diploma or equivalent required. Experience in janitorial or related work involving a variety of cleaning and maintenance tasks.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid state of Maine driver's license.

TOOLS AND EQUIPMENT USED:

Floor buffers, automatic floor washer, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical

parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet, but may be moderately loud during some activities.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties 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.

Acceptance: _____
(Employee Signature)

Approval: _____
Director Parks & Recreation

Revised Date: *May 27, 2022*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this job change.

