



Human
Resources

220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

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PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

Facilities Maintenance Technician I

The Facilities Maintenance Technician I reports to the Parks and Facilities Manager; performs a variety of unskilled and skilled tasks in the custodial care and maintenance of City owned facilities.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs custodial and maintenance work
 - 1.1 Sweeps, vacuums, mops, dusts, waxes, polishes, and buffs floors, carpets, and furniture
 - 1.2 Cleans and sanitizes restrooms and replenishes supplies
 - 1.3 Empties garbage receptacles and
 - 1.4 Cleans drinking fountains, tables, walls, fixtures, blinds, light fixtures, etc.
 - 1.5 Cleans up spills, hazards or other damages as discovered
 - 1.6 Performs grounds maintenance including snow removal, litter pickup, landscaping
 - 1.7 Inspects and maintains assigned custodial equipment for proper operating condition
 - 1.8 Evaluates status of facilities and performs or requests needed repairs as directed
 - 1.9 Perform basic repairs and preventative maintenance
 - 1.9 Drives between different facilities and transports equipment and tools as needed.
 2. Keeps records of work, requests and incidents
 - 2.1 Keeps records of work completed
 - 2.2 Keeps records of building incidents and requests
 - 2.3 Orders and inventories custodial and maintenance supplies
 3. Prepares and supervises facilities for public use
 - 3.1 Opens and closes, locks and unlocks facilities and sets security alarms
 - 3.2 Arranges facilities for special events i.e. sets up and takes down tables and chairs
 - 3.3 Maintains security during center activities
 - 3.4 Communicates with building users and renters and responds to requests
 4. Works with others to complete tasks as requested
 - 4.1 Working as a team to complete complex or large projects.
 - 4.2 Coordinates work for volunteers and community service workers
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MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent and two years experience in repair, maintenance or custodial work, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of equipment, materials and supplies used in building and outdoor grounds maintenance; knowledge of equipment and supplies used to do minor repairs.
2. Knowledge of computers and basic software, including internet, email, and word-processing.
3. Skill in operation of floor buffers, carpet cleaners, vacuum, mop, broom and dusting equipment.
4. Ability to communicate effectively, both verbally and in writing;
5. Ability to provide a high standard of customer service to facility users and visitors;
6. Ability to work independently and to complete daily activities according to work schedule;
7. Ability to use equipment and tools properly and safely.
8. Ability to complete reports and orders on a computer.
9. Ability to drive a vehicle between facilities.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully 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 is frequently required to sit, stand and talk or hear. The employee is occasionally required to walk, run, use hands to feel objects, tools or controls, and reach with hands and arms. The employee must frequently lift and/or move up to 25 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.

The employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places, and 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE 14

HOURLY RANGE: \$14.53 to \$21.97 (typically hire at minimum)

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without an application will not be considered.

Application available on website at www.southsaltlakecity

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN
AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY