

FACILITIES CARETAKER

City Hall/Parks Department

POSITION SUMMARY

Under the supervision of the Parks & Rec Director, the Facilities Caretaker is a non-exempt position under FLSA. This position involves the maintenance and care of the Community Center, City Hall, City Parks, Police Department and Marion City Library.

ESSENTIAL FUNCTIONS

- Cleans, sanitizes, vacuums, trash, laundry as needed, and minor repairs at Marion Community Center/City Offices;
- Cleans, sanitizes, trash, and minor repairs at Central Park and Ball Field Grounds and Restrooms;
- Cleans, sanitizes, trash, and minor repairs at Marion Police Department;
- Repair minor damage to broken or vandalized equipment at all facilities, or report as needed;
- Paint as needed at all facilities;
- Maintain floors in Community Center and Police Department, including sweeping, mopping, and waxing;
- Maintain windows at all facilities including Marion City Library, cleaning as needed inside & out, including blinds;
- Change filters and light bulbs as needed in all facilities including Marion City Library;
- Maintain outside lights at all facilities including Marion City Library, with assistance as needed;
- Maintain adequate cleaning supplies and paper products for all facilities within allowance and city budget;
- Maintain paper products, keep restrooms stocked & cleaned, including floors & trash during special events as needed
- Perform other duties as deemed necessary or assigned

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FACILITIES CARETAKER POSITION REQUIREMENTS

Experience: Similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required.

Technical Skills: Some knowledge of maintenance techniques, safety procedures, and cleaning procedures is required. The ability to understand and anticipate problems, to follow department safety policies and procedures, and to interpret written instructions is required. This employee must have public relation, oral and written communications skills.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with equipment malfunctions, vandalism, and adverse weather.

Decision Making: This employee makes decisions about prioritizing assignments, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with limited supervision from the Parks & Rec Director, the Parks & Rec Grounds Supervisor and the City Administrator.

Financial Accountability: This employee does have limited authority to purchase necessary department supplies. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the public and frequent contact with co-workers and supervisors is expected.

Working Conditions: Exposure to blood borne pathogens, hazardous chemicals, adverse weather, and noise is possible.

Physical Requirements: Includes lifting and carrying objects, bending, kneeling, climbing, and extensive walking,

This description is not intended to be all inclusive, but is typical criteria necessary to successfully perform the job.

THIS JOB DESCRIPTION WAS LAST UPDATED ON DECEMBER 11, 2015