**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: November 16, 2018**

**Vacancy No: 130-18**

**Position Title: Maintenance Worker – Facilities**

**Division / Section: Public Works / Facilities**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Some nights, weekends, and holidays may be required;**

**Monday - Friday 3:00 PM – 11:30 PM**

**Salary Range: $15.6219Per Hour**

**Closing Date: November 30, 2018**

Actively supports and upholds the City’s stated mission and values. The Maintenance Worker series is a broad band series where incumbents are responsible for performing a wide variety of tasks. Employees of this class perform duties ranging from custodial and unskilled manual labor to journeyman level work in the care and maintenance of City assets and projects. Work may be performed under direct supervision to exercising a considerable amount of independence and initiative in performing the responsibilities assigned. Work generally requires heavy physical exertion and may be performed under adverse weather conditions.

There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on tenure, performance, and value added to the organization according to the corresponding policy.

**ADMINISTRATIVE DUTIES**

* Supervisory: May be required to instruct and supervise temporary employees for given tasks.
* Budgetary: This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Participates in work crews performing a wide variety of maintenance, construction, and repair work on City assets and projects.
* Performs a wide variety of entry level custodial and building maintenance work involving carpentry, electrical, plumbing, painting, drywall, concrete, masonry, roofing, heating and air conditioning, pool/spa maintenance, security alarms and locksmithing.
* Drives a pickup truck to and from municipal facilities and vendors.
* Performs custodial duties at various municipal facilities including light cleaning; disinfecting; restocking supplies; sweeping, mopping, dusting, vacuuming, and trash removal.
* Performs on-call emergency custodial cleanups.
* Performs building and custodial inspections at municipal facilities and reports fire, life safety and/or quality concerns.
* Sets up and takes down displays and meeting audiovisual equipment and/or refreshments.
* Transports City records to and from storage facility.
* Opens City facilities by unlocking doors, turning on lights, checking restrooms and organizing conference room furniture.
* Monitors, provides directions and secures the City facility at the front desk as scheduled.
* Operates hand tools and hand power equipment.
* As assigned, assists in snow removal operations involving snow blowing, hand shoveling, distributing ice melt, placing wet floor signage or mopping wet floors.
* May provide work direction to subordinate personnel and use personnel management skills to effectively address and resolve job related problems, as assigned.
* May be assigned responsibility for the acceptable completion of a maintenance project, with little or no direct supervision.
* Ability to work from blueprints, sketches, building plans, oral, or written instructions.
* As assigned, assists in estimating and requisitioning, inventory and stocking of materials, supplies, and equipment needed to maintain municipal facilities and projects.
* As assigned, assists in recordkeeping requirements for Material Safety Data Sheets for municipal facilities.
* May participate in the preparation, layout, and planning of projects, as assigned.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

Zone One

* High School Diploma or General Equivalency Diploma.
* One year of experience performing unskilled manual labor related to area of assignment.

**DESIRED EXPERIENCE AND TRAINING**

* Varies by assignment - see working job description for details.

**OTHER REQUIREMENTS**

* Varies by assignment - see working job description for details.
* Must possess a valid Arizona driver’s license. CDL may be required depending on assignment.
* Regular attendance is an essential function of this job to ensure continuity.
* All emergency service employees shall maintain their principal residence within a prescribed area. The prescribed area shall be defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges with a five mile wide corridor (2 ½ miles on each side).
* Incumbents of this position are subject to pre-employment drug screening, and post-employment random, post-accident, and reasonable suspicion drug/alcohol screening.
* Must pass background, criminal history, and fingerprint check.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening and/or weekend.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to perform a wide variety of tasks that relate to various building and maintenance tasks.
* Ability to acquire a working knowledge of the methods, equipment, and materials used in the care and maintenance of buildings and facilities.
* Working knowledge of the hazards and applicable safety rules and precautions involved in equipment operation and general maintenance and construction.
* Ability to work independently, as required.
* Ability to understand and carry out written and oral instructions.
* Ability to recognize and make repairs as necessary within assigned areas and report to supervisor.
* Ability to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions.
* Ability to plan, organize, and direct the work to an assigned crew, as needed.
* Ability to establish and maintain effective working relationships with other staff, supervisor, and the general public.
* Ability to operate hand tools and heavy equipment, as required.
* Ability to prepare and submit reports, as assigned.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee is regularly required to sit.
* The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
* Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.
* Working conditions include regular exposure to wet or humid conditions, working near moving mechanical parts, and working in high, precarious places. Working conditions include occasional exposure to toxic or caustic chemicals, outdoor weather conditions, and vibration.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* Pre-employment physical requirements for this position include: Respirator (R), Hazardous Materials (H)
* There are no pre-employment testing requirements for this position.
* Pre-employment vaccination requirements for this position include: Tetanus, Tuberculosis (TB), and Hepatitis A/B

**CLASSIFICATION INFORMATION**

* Range B81 –B83, FLSA non-exempt
* (Section specific criteria is required for advancement. See associated Zone Change Checklist for details)

**PRE-EMPLOYMENT PHYSICAL REQUIREMENTS**

* Physical
* Tetanus Immunization
* Hepatitis A & B Immunization

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [humanresources@flagstaffaz.gov](mailto:humanresources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**