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# HUDSON



## JOB OPPORTUNITY

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### Senior Properties Maintenance Technician

Current Hourly Pay Range: \$19.32 - \$25.67 Teamsters Level 2  
(depending upon qualifications)

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*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

#### **Class Summary**

The City of Hudson is seeking applicants for the position of Senior Properties Maintenance Technician to perform general labor duties in public buildings or facilities. There is currently one (1) vacancy in the Public Properties Division of the Public Works Department.

#### **Minimum Qualifications**

Graduation from high school or GED and two years of related experience required. Must have a valid State of Ohio driver's license. Facilities Systems Certificates and/or training preferred.

#### **How to Apply**

Employment application forms may be printed at [www.hudson.oh.us](http://www.hudson.oh.us) or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, OH, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed employment application may be submitted by email to [HumanResources@hudson.oh.us](mailto:HumanResources@hudson.oh.us) or mailed to the City of Hudson/HR, Attn: Senior Prop. Maint. Technician, 115 Executive Parkway, Suite 400, Hudson, OH 44236, **no later than 4:00 p.m. on Friday, August 31, 2018.**

*The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

Date Posted: 8/7/18

**SENIOR PROPERTIES MAINTENANCE TECHNICIAN**

FLSA Status: N

Class Code: Teamsters

Updated: 7/24/2018

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**CLASS SUMMARY**

Under the direction of a division or department superintendent or designee, this position assists with general laborer duties in public buildings or facilities and performs general housekeeping duties in or at publicly owned property and facilities. Work involves maintenance of building interiors and exterior areas on public infrastructure. In order to accomplish a number of the maintenance tasks, employee may be required to work hours different from the regularly scheduled hours. Employee must be able to utilize all equipment listed for this class.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Assists management with cleaning, inspecting, recording of data for electrical or lighting equipment or systems, plumbing systems, heating and air conditioning systems, and fire safety systems and components at the respective municipal facilities.

Performs light or simple repairs under the direction of the Superintendent or other higher level employees.

Performs routine housekeeping tasks such as vacuuming, spot cleaning carpet, dusting, dust mopping and wet mopping, sanitizing restrooms, filling paper dispensers, wiping counter tops, cabinets, sinks water fountains.

Performs floor maintenance and/or other cleaning and janitorial duties as directed.

Performs regular janitorial duties such as pick-up and disposal of garbage or trash from meetings or outside areas.

Assists in performing inspections of equipment facilities, including but not limited to monitoring the housekeeping conditions of the interior and grounds of the facility, inspects for visible or noticeable system failures, checks for vandalism damage, checks emergency lighting systems for failure.

Performs recording duties such as schedules for fire extinguisher replacement, generator hours, and emergency lighting testing. Tests and inspects all emergency exit signs and lighting and fire extinguishers.

Directs the need for repairs of any equipment or structures to the Superintendent or designee.

Replaces lights in office, outside or emergency lighting locations.

Uses a wide variety of hand tools while assisting with cleaning, repair or maintenance duties.

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Performs outside incidental maintenance duties associated with landscaping of either sidewalks, walkways or entrance ways around the buildings, public greens, or other public properties and facilities such as mowing, pruning, mulching, weeding, watering, raking, digging, planting, or maintenance of outside areas by sweeping, picking up litter and snow and ice removal on walkways or entrance/exit areas that are related specifically to the building structures.

Performs inside building housekeeping duties such as cleaning, sweeping, paint preparation, painting, washing of floors, walls or equipment areas.

Performs extensive mowing duties and grounds maintenance duties during appropriate season.

May assist higher skilled employees with repair, cleaning and/or painting of equipment.

May be assigned to work in a variety of different departmental or divisional operations.

Must establish and maintain effective working relationships with superiors, colleagues, co-workers, City officials, residents, property owners, and contractors.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Regular, reliable, and punctual attendance.

Ability to follow and comply with all City rules and policies.

Performs other related tasks as assigned by the supervisor.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function 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 stand; walk; sit; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; and talk or hear.

The employee must regularly lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions for extended periods of time as well as inside building interiors, with some outside conditions being very adverse.

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The employee frequently works near moving mechanical equipment or equipment parts and is occasionally exposed to toxic or caustic chemicals and vibration.

The noise level in the work environment may vary from moderate to high.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or GED and two (2) years of related experience required.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair and procedure manuals. Ability to follow oral and written instructions. Ability to speak effectively to communicate with the public and other employees.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to apply common sense understanding to carry out supervisor's or mechanic's instructions furnished in written, oral, or diagram form.

Ability to follow and comply with OSHA/PERRP standards when working at heights and at all times.

Ability to establish and maintain effective working relationships with superiors, colleagues, co-workers, City officials, residents, property owners, and contractors.

**LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Must possess a valid State of Ohio driver's license.

Facilities Systems Certificates and/or training preferred.