

CITY OF WIMBERLEY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position: Facilities Maintenance Attendant

Salary: \$11.00 - \$13.50/hour DOE

Employment Status: Part-Time

Dept.: WCC

FSLA Classification: Non-Exempt

Reports to: WCC Director

The position is to attend and assist to a wide range of miscellaneous public and private events, building maintenance, working in tandem with the Facilities Maintenance and under the supervision of the WCC Director. Must have personable skills and able to communicate with guests, public, City Staff and the WCC Director in an efficient and respectful manner. **Must ensure the security of the building at all times and convey same with others.**

Essential duties and responsibilities of the job are as follows

- Assist in set-up and breaking down of rooms, halls, lobbies, etc.
- Maintenance of the exterior of the building by blowing off sidewalks, porches and emptying trash cans
- Cleans front doors inside and outside
- Cleans and sanitizes bathrooms
- Refills toilet paper, paper towels and soap dispensers as needed
- Empties all trash bins interior and exterior of the building
- Mops all rooms, lobby, restrooms and kitchen with soapy hot water as needed basis
- Secures building

WEEKLY

- Inventory of all supplies
- Mops all meeting rooms, restrooms and kitchen with soapy hot water
- Dusts and cleans all rooms as needed
- Wipes down stainless steel appliances in kitchen
- Weed eat/mow maintenance outside the building area as needed
- Sweeps and removes cobwebs throughout the building and porch areas

MONTHLY

- Mops Senior Lounge area with soapy hot water
- Deep clean all bathrooms (wiping down toilets with sanitary wipes top to bottom, cleaning tops of dispensers, handles and counters, mopping with sanitary solution)
- Wipe down roll chairs as needed
- Repair any broken tables, chairs or other equipment as needed (report any unfixable equipment to the Director)

QAURTERLY

- Replace A/C filters

Qualifications, Knowledge, Skills

- Must be responsible, trustworthy, self-starter and able to work independently
- Must be flexible, punctual, dependable with good interpersonal skills

- Must Possess High School Diploma or GED
- Customer Service: 1-year (is preferred)
- Position requires a reliable, mature individual with the ability to work independently
- Ability to problem solve, strong communication skills, ability to operate with a sense of urgency
- The ability to continually lift and carry up to 50lbs, and to push and pull up to 200lbs on wheeled carts is required
- Previous related custodial/maintenance experience (is preferred)
- Must be able to operate maintenance equipment safely and to use all tools necessary to the performance of the essential duties and responsibilities of the job
- Must be able to react calmly and quickly in an emergency and to exercise good judgment in responding to emergency situations. Able to make decisions in the midst of conflicting information
- Position will work in tandem with additional WCC maintenance staff to coordinate duties listed above. Filling in for other staff on short notice. Must have open availability.

SHIFTS & HOURS

This position will need to be available to work Monday – Sunday, days and evenings, approximately 10-20 hours a week. Weekday availability needed, generally from 6:00pm to 12:30am. Must be available FRI/SAT/SUN from 5:00pm to 2:00am. Weekend afternoon availability from 12:00pm to 5:00pm is also preferred. Typical shift 2-5 hours, number of shifts vary based on bookings, typically 2-3 shifts per week (on rare occasions you may be asked to work **up 20 hours a week**, this will not change your employment status)

PHYSICAL DEMAND

This position requires the ability to lift, carry, pull and push at least 50lbs of materials and supplies. Walking, bending, lifting, twisting, kneeling, sitting and pushing activities are routinely performed.

WORK ENVIRONMENT

This position is performed largely indoors but requires intermittent outdoors. The outdoor environment would include all temperatures and degrees of clemency; occasionally in extreme temperatures of hot and/or cold.

EMPLOYEE EXPECTATIONS

To perform duties in an efficient, organized, and respectful manner, must maintain good relationship with public, groups, guests, co-workers, supervisors, and management in an efficient and respectful manner (Refer to employee policy handbook for policy, procedures and regulations). The City of Wimberley **does not and will not tolerate any type of violence, illegal discrimination, sexual harassment or any kind of harassment in any form for that matter**. Any complaints will be promptly and thoroughly investigated. Persons engaging in such conduct will be subject to discipline up to and including termination of employment.

MISCELLENOUS

This position is subject to a criminal background and drug testing any time required by the City during time of employment.

I have been informed of the duties and expectations of the job listed.

Acknowledgement:

Applicant Signature

Applicant Print Name

Date