

# CITY OF ANNISTON

# JOB DESCRIPTION

JOB TITLE: Electrical /Building Maintenance Worker II	PAY CLASSIFICATION: 15
DEPARTMENT: Public Works	JOB CLASSIFICATION: 0735
JOB ANALYSIS CONDUCTED: 06/2014	FLSA STATUS: Non-Exempt
REPORTS TO: Electrical /Building Supervisor	SUBORDINATE STAFF: None
OTHER INTERNAL CONTACTS: Public Works staff, Other Departments	
EXTERNAL CONTACTS: General Public	

**PURPOSE:** Under the direction of the Electrical and Building Superintendent, the Electrical and Building Maintenance Worker works under the supervision of the Electrical and Building Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs building maintenance functions to include carpentry, plumbing, painting, electrical repairs, and other miscellaneous duties.
- Resolves maintenance or repair problems.
- Installs, removes, or repairs doors.
- Builds or tears down walls
- Installs and repairs drywall
- Performs roof repairs
- Paints building interior and exterior surfaces
- Performs plumbing duties as necessary
- Replaces or repairs water lines and water fixtures
- Utilizes plumbing materials such as copper, PVC, and Pex materials
- Maintains turf irrigation system
- Repairs and adjusts sprinkler heads
- Replaces defective valves on sprinklers
- Installs new sprinkler systems
- Checks the chlorine and PH levels of pools to ensure that pools are safe for use.
- Inspects swimming pool equipment for safety hazards
- Replenishes supply of sand in pool filters
- Instructs pool managers on how to use vacuum equipment
- Maintains city pools as required.
- Performs electrical tasks, such as service entrance wiring, wiring of circuits and control transformers
- Install and/repairs lighting and lighting circuits
- Replaces light bulbs throughout City facilities and City street lights
- Performs basic maintenance on heating and air equipment
- Repairs traffic control devices on City streets
- Digs ditches, pours concrete along with any electrical, plumbing, or carpentry projects
- Drive a bucket lift truck

### STANDARD OFFICE PROCEDURES AND INFORMATION

- Electrical and Building Maintenance general hours of operation are 6:00 a.m. – 4:30 p.m. Monday – Friday. Employees are generally scheduled to work 4 ten hour days. Work hours subject to change.
- Electrical and Building Maintenance Department operations are closed on holidays observed

by the City of Anniston.

- Training and travel must be approved by the Public Works Director in advance.
- Maintain work schedule with the Electrical and Building Maintenance Superintendent or his/her designee.
- Use of the City vehicle is restricted for City related business only.
- Take home use of the City vehicle is prohibited.
- When traveling out of town for City Electrical and Building Maintenance related meetings, training, etc., employees must depart from the City of Anniston parking lot to drive to the designated location of approved meeting.
- When taking personal time off, an Employee Request for Time Off must be completed and approved by the Electrical and Building Maintenance Superintendent.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Requires a State Electrical, State Plumbing, or State Builders License
- Basic knowledge of: plumbing repairs, installation and repair of electrical wiring and related components, heating and air conditioning repair and maintenance, and carpentry techniques and tools;
- Writing skills to complete reports;
- Ability to read blue prints and install materials necessary for projects;
- Ability to perform building repairs;
- Ability to communicate with supervisors and co-workers;
- Ability to work independently without close supervision and to follow instructions;
- Knowledge of materials, methods and equipment used in building maintenance;
- Ability to operate required vehicles and equipment
- Ability to comprehend verbal instructions
- Ability to lift and move 50 lbs.
- Reading skills to understand policies, procedures, ordinances, regulations, reports and other applicable guidelines
- Willing to work nonstandard hours and overtime as required.
- Ability to obtain a Class "A" CDL License within one (1) year.
- State Plumbing license holders will be required to be certified within one (1) year in Backflow Prevention.

## MINIMUM QUALIFICATIONS

High School Diploma and two years of job related experience. Possess a valid Alabama Driver's license.

### NOTE:

The Electrical and Building Maintenance Worker II serves as an at-will employee of the City of Anniston and may be removed from the position for any lawful reason, subject to any due process afforded to exempt employees by the personnel policies adopted by the governing body of the City.

The statements contained herein reflect the general details as necessary to describe the principal functions of the position, the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, including work in other functional areas and locations, to equalize peak work periods or otherwise balance the work load.

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Job Classification Requested By City Manager: \_\_\_\_\_

Signature

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Date