



## MAINTENANCE WORKER

Police

*This job description is intended to present a list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the supervision of the Support Services Captain, responsible for the maintenance of the Police Division. Performs a full range of duties related to the care, maintenance, and cleaning of Police Division and other assigned City buildings and facilities.

### **ESSENTIAL JOB FUNCTIONS**

- Sweep, mop, scrub, treat, and polish floors, vacuum carpets;
- Dust and polish furniture, woodwork, fixtures and equipment;
- Wash windows, mirrors and walls;
- Clean desks, tables and countertops;
- Clean restrooms;
- Empty trash, recycling, and paper receptacles;
- Move and arrange furniture and equipment as needed;
- Assist in setting up for special meetings or events as needed;
- Replace lights, air filters, and other miscellaneous parts;
- Monitor the operation of specialized equipment including that associated with heating and air conditioning;
- Clean outside areas near building, picking up paper and other debris;
- Identify and report building maintenance needs in assigned buildings and facilities;
- Maintain custodial supplies and equipment;
- Run errands and pick up supplies;
- Make general repairs as needed;
- Remove snow on Police Division sidewalks;
- Perform various other duties as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Requires knowledge of methods and materials used in custodial work, ability to follow safe work practices, ability to operate a variety of equipment, machines and hand tools used in custodial work, ability to clean and care for assigned areas and equipment, ability to understand and carry out oral and written instructions, and the ability to establish and maintain effective working relationships with other employees.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED:**

Possession of, or ability to obtain, an appropriate valid Nebraska driver's license.

### **EQUIPMENT**

Vacuum cleaner, floor cleaner, snow shovel, drill, screwdriver, pliers, hammers, and other assorted hand tools, other various equipment involved in custodial work and building maintenance.

**NON ESSENTIAL FUNCTIONS**

As assigned by supervisors.

**PHYSICAL REQUIREMENTS**

Key: N= Never O = Occasionally F = Frequently A= Always

	<b>N</b>	<b>O</b>	<b>F</b>	<b>A</b>
LIFTING			X	
TRANSPORTING		X		
PUSHING			X	
PULLING			X	
CLIMBING			X	
BALANCING		X		
STOOPING			X	
KNEELING			X	
CROUCHING			X	
REACHING			X	
HANDLING			X	
FINGERING		X		
FEELING			X	
TALKING		X		
HEARING		X		
NEAR ACUITY			X	
FAR ACUITY			X	
DEPTH PERCEPTION				X
COLOR VISION			X	
FIELD OF VISION		X		
TASTING/SMELLING		X		

**ENVIRONMENTAL CONDITIONS**

	<b>N</b>	<b>O</b>	<b>F</b>	<b>A</b>
EXPOSURE TO WEATHER			X	
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL			X	
VIBRATION			X	
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS			X	
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS		X		

**POSITION:**

STANDING: 80%  
WALKING: 20%  
SITTING:

**CONTROLS:**

HAND-ARM: 50%  
FOOT-LEG 50%

**STRENGTH LEVEL:** 40-50 pounds