THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Maintenance/Custodian Worker	**Department:**	Parks & Recreation
Dept./Div.:	Public Service	**Employment Status:**	Full-time
Reports to:	Director of Parks & Recreation	**FLSA Status; Pay:**	Non- Exempt
SOC Classification:	49-9071	**Civil Service Status:**	Classified

Work Location: 102 Fair Ave, St. Clairsville, Ohio 43950; City facilities, parks, municipal buildings, grounds, and other City properties as assigned.

Schedule: Monday through Friday, generally 7:00 a.m. to 3:30 p.m.; additional hours may be required as operational needs dictate

POSITION SUMMARY

Responsible for performing routine maintenance, minor repairs, custodial duties, grounds maintenance, and general labor activities at City facilities and properties. Assists in maintaining safe, clean, functional, and presentable municipal buildings, grounds, and public areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine maintenance and minor repairs to City buildings, facilities, equipment, and grounds.
- Performs basic custodial duties, including sweeping, mopping, vacuuming, dusting, trash removal, restroom cleaning, and general upkeep of municipal buildings.
- Performs lawn mowing, weed trimming, edging, and general grounds maintenance.
- Operates City vehicles, mowers, trimmers, and other equipment used in the performance of assigned duties.
- Conducts routine inspections of buildings and grounds and reports maintenance concerns.
- Performs minor carpentry, painting, plumbing, and maintenance repairs within skill level and training.
- Assists with facility setup and teardown for meetings, events, and community activities.
- Assists with seasonal maintenance activities, including leaf collection, snow removal, and general grounds upkeep.
- Maintains tools, equipment, vehicles, and work areas in a safe and orderly condition.
- Assists other departments with maintenance and labor-related tasks as assigned.
- Responds to routine service requests and maintenance work orders.
- Follows established safety procedures and departmental policies.
- Maintains positive working relationships with employees and the public.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Experience in building maintenance, custodial work, grounds maintenance, construction, landscaping, or related work preferred.
- General knowledge of hand tools, power tools, and routine maintenance practices.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

LICENSES AND CERTIFICATIONS

- Valid Ohio Driver's License.
- Ability to maintain insurability under the City's vehicle insurance policy.

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KNOWLEDGE, SKILLS, AND ABILITIES

- ***Knowledge of:***
  - General building maintenance practices.
  - Custodial and cleaning procedures.
  - Grounds maintenance and landscaping practices.
  - Safe operation of mowers, trimmers, hand tools, and power tools.
  - Workplace safety procedures and equipment.
  - Basic repair and preventative maintenance practices.
- ***Ability to:***
  - Perform routine maintenance and repair tasks.
  - Operate vehicles, mowers, trimmers, and maintenance equipment safely.
  - Follow written and verbal instructions.
  - Maintain buildings, grounds, and equipment in a safe and presentable condition.
  - Identify maintenance issues and report deficiencies.
  - Work independently with limited supervision.
  - Communicate effectively with employees and the public.
  - Establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS

Ability to stand, walk, bend, kneel, climb, lift, carry, push, pull, reach, and perform manual labor for extended periods. Ability to lift and carry up to 50 pounds on a routine basis. Ability to operate vehicles, equipment, and tools used in maintenance and groundskeeping activities.

WORKING CONDITIONS

Work is performed in both indoor and outdoor environments. Employees may be exposed to varying weather conditions, noise, dust, equipment operation, cleaning chemicals, and routine maintenance hazards. Position requires regular physical activity and the operation of maintenance equipment.

This position description is intended to identify the general duties and responsibilities of the position and is not intended to be an exhaustive list of all work requirements. Employees may be assigned additional duties as needed to meet operational needs. The City reserves the right to revise, modify, or update this position description at any time.

_____ _____

(Signature of Appointing Authority/Designee) (Date)

_____ _____

(Signature of Employee) (Date)