

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Building Maintenance Assistant
Department: Public Works

Entry Grade: 5
FLSA Status: Eligible

Acknowledged
By Initialing:

_____ **Supervision Received:** Receives general and specific supervision from Building Maintenance Supervisor.

_____ **Supervision Exercised: None, or as assigned.**

_____ **Responsibilities:** Generates job plans, scheduling, estimates and monthly activity/maintenance or other reports as required. Performs duties of skilled worker as needed; sees that crew follows all required construction methods; oversees various aspects of projects; checks to see that projects are proceeding according to Supervisor's instruction and timelines. Serves with Park and Street Maintenance in emergency overtime situations. Participates in training programs; helps with technical training or re-training of crew members; understands safety procedures and keeps crew following the rules; helps to keep the work environment safe. Responsible for inventorying needed tools for projects, obtaining needed supplies ahead of time and ensuring subcontractors are scheduled in advance. Must practice budgetary awareness and control. Performs other duties, as assigned.

_____ **Essential Functions of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F; ability to sit, stand, crawl, kneel, twist, stoop and climb for extended periods of time; ability to push pull, lift and/or carry objects weighing up to 80 lbs.; ability to use and/or operate hand-held motorized tools or machinery; ability to hear standard equipment alarms (buzzers, beepers, etc.); ability to communicate verbally and in writing. Must possess ability to work in an environment containing dust, pollen and chemicals.

_____ **Knowledge, Skills and Other Requirements:** Minimum one (1) year experience and background in general and/or heavy construction with knowledge of asphalt and concrete street maintenance and repair required. Knowledge of storm sewer maintenance and repair; knowledge of sidewalk construction; knowledge of traffic and safety rules preferred. Must exhibit proficiency in communicating instructions and directions, both verbally and in writing; must exhibit tact and courtesy when dealing with public and co-workers. Must obtain valid Class B Commercial Drivers License with air brake and tanker qualifications. May be required to obtain further education or training on building maintenance techniques, such as but not limited to welding and HVAC servicing; Must possess basic operating knowledge of street maintenance equipment such as but not limited to pot-hole patches, crack sealers or skid steerer; must possess basic operating knowledge of heavy equipment, such as but not limited to, front end loaders and backhoes. Must possess basic knowledge of electrical and plumbing techniques; must possess basic construction techniques, such as but not limited to framing and finishing. Must reside within a thirty (30) mile radius of Sikeston City Limits. Must maintain active landline or cellular telephone. May be required to work irregular hours, as needed.

_____ **Equipment Used or Operated:** Communication radios, general hand tools, power tools, motorized and automotive equipment such as trucks, tractors, and mowers. Light and heavy construction equipment such as, but not limited to, backhoe and front end loader. Operates street repair equipment such as asphalt roller and crack sealing machinery, and other equipment as required.

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol

