
City of Chardon
Job Description

Title - Property Maintenance*

STATUS: Non-Exempt

REPORTS TO: Lands and Buildings Supervisor, Recreation Director and/or Streets Superintendent

PAY PLAN: Non-Bargaining

PAY GRADE: *Position is either part time (Pay Grade C) or seasonal (Pay Grade S-1)

REVISION DATE: September, 2018

PURPOSE OF POSITION:

The purpose of this position is to ensure all public facilities and grounds are properly maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cleans, sweeps, mops and dusts offices, corridors, and restrooms; and ensures that supplies, including soap, tissue, towels, etc. are available or replaced as necessary.
- Operates a variety of tools and equipment.
- Reports mechanical or equipment malfunction and other problems to the Supervisor.
- Vacuums carpets; vacuums and cleans upholstered furniture.
- Washes windows and walls; dusts common areas.
- Cleans drinking fountains and checks for proper operation.
- Empties trash.
- Performs typical landscaping duties – including but not limited to: cut and trim grass, water and fertilize plants, plant vegetation, shovel snow
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school (or GED) - preferred.

Must possess a valid Ohio driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of building cleaning practices, procedures, supplies, and equipment.
- Ability to use cleaning supplies and equipment, including motorized equipment and chemical agents in a safe, effective, and economical manner.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with City employees and officials, and the public.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20

pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT:

The employee may be subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.