



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Maintenance Worker - Downtown	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Streets Superintendent	GRADE/RANK: Grade 7
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs manual work in the care and cleaning of City buildings, facilities and grounds.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Uses cleaning and germicidal agents to sanitize, sterilize and disinfect restrooms and public areas;
- Sweeps floors and stairwells;
- Gathers and disposes of trash;
- Cleans and supplies restrooms and public areas;
- Performs general maintenance, trash pick-up and clean up in the downtown business area;
- Cleans and maintains sidewalks including cleanup of debris, leaves etc.;
- Shovels snow and puts de-icer on sidewalks and stairs;
- Applies commercial pesticide to control weeds. Replaces light bulbs and performs minor maintenance tasks;
- Opens, closes and locks City buildings for meetings and to ensure safety ;
- Loads and unloads cleaning supplies and equipment;

- Services and makes minor repairs to equipment;
- Maintains lawns and parking areas;
- Reports maintenance problems, issues and supply needs to supervisor and;
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of commercial cleaning practices and supplies;
- Skill in operation of manual and power equipment such as weed eaters, lawn mowers etc.;
- Ability to follow directions and work independently;
- Knowledge of pesticides, cleaning agents and MSDS forms;
- Some knowledge of the occupational hazards involved and safety precautions necessary in the proper operation of varied lawn and maintenance equipment;
- Ability to understand verbal and written directions;
- Mechanical aptitude;
- Ability to make minor repairs and adjustments to equipment and;
- Ability to perform manual labor.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Ability to read labels for information on products use and precautions, experience in maintenance, cleaning and use of lawn chemical products.

SPECIAL REQUIREMENTS:

Position work independently without day-to-day supervision. May be required to work occasional week-ends depending on City activities and events. Must have a valid VA driver's license and a good driving record. Position works in all weather conditions.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 25 pounds of force frequently to move objects and up to 50 pounds to occasionally to load equipment and move items. Position requires the ability to walk and stand for extended periods of time. Must be able to bend, climb steps, reach, push/pull hand carts, and lift objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe conditions. This work is subject to extreme weather conditions including both heat and cold.

ADA:

The employer will make reasonable accommodations in compliance with the American with

Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Determines what cleaning agents are needed to work most effectively on problem areas, how to organize time to accomplish work assignments.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Maintenance Worker – Downtown will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019