



**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Building Maintenance Technician– Part time
DEPARTMENT: Administration
WORK SCHEDULE: Mon. – Fri., less than 32 hrs./wk.
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: June 2024
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. City of Muncie Sanitary District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Laborer for the Muncie Sanitary District Administration Department for performing manual labor, operating equipment, and maintaining appearance of the District and grounds.

DUTIES:

- Maintains cleanliness and appearance of City Hall and Muncie Sanitary District sites
- Responds to various maintenance requests from Muncie Sanitary District and City staff at City Hall.
- Regularly inspects City Hall facilities for maintenance issues and appropriately determines when repairs or preventative maintenance can be self-performed.
- Regularly sweeps City Hall walkways and parking lots to maintain tidiness.
- Shovels snow from City Hall sidewalks and walkways and applies salt prior to 7 am when snowy or icy conditions are anticipated.
- Troubleshoots and repairs various minor electrical issues such as faulty outlets, bulb changes, tripped circuits, and telecom cable routing
- Troubleshoots and repairs various minor plumbing issues such as leaking faucets, leaking valves, dry traps, clogged toilets, etc.
- Performs minor carpentry such as replacement of lock sets, hinge adjustment, caulking, painting, etc. Responds to emergencies from off-duty status.
- Operates various hand and/or power tools in performance of duties including, but not limited to; screw drivers, mop, broom, buffer, and lawn equipment.
- Occasionally operates automotive equipment and hauls material.
- Performs related duties as assigned.



I. SKILLS AND KNOWLEDGE:

- High school diploma or GED.
- Must be at least 18 years of age.
- Previous building and grounds maintenance experience or any combination of education and/or experience that provides equivalent knowledge, skills and abilities will be considered.
- Knowledge of proper chemical and pesticide use and custodial equipment and related manuals used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks, and skills.
- Ability to meet all Department hiring requirements, including passage of a drug test and criminal background check.
- Working knowledge of and ability to make practical application of Department safety policies and procedures, applicable City ordinances pertaining to equipment and building maintenance.
- Working knowledge of assigned Departments and the ability to complete the related maintenance and safety measures.
- Working knowledge of local geography and ability to read road maps.
- Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to understand, memorize, retain, and carry out written or oral instructions.
- Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to utilize computerized programs and related software as required.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work rapidly for prolonged periods, often under time pressure, and on several tasks at the same time.
- Ability to physically perform assigned duties, including lifting objects weighing more than 50 pounds, carrying objects, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, sitting/walking at will, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.
- Ability to properly operate equipment in performance of duties.
- Ability to occasionally work extended hours, evenings and/or weekends.



- Ability to respond to emergencies from off-duty status.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to supervisor, with assignments guided by broad policies and/or general objectives, referring to supervisor when interpretations of Department policies are thought necessary.

Incumbent reports directly to District Administrator, and/or Office Manager.

III. PHYSICAL EFFORT:

Incumbent's duties often require moderate physical exertion, involving lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, sitting/walking at will, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties outdoors and in sanitation truck and is frequently exposed to hazards, including heavy machinery, excessive noise, traffic, moving parts, grease, dust, dirt, vehicle fumes, extreme temperatures, wet/icy surroundings, and adverse weather conditions. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and/or equipment.

Incumbent occasionally works extended hours, evening and/or weekends. Incumbent occasionally responds to emergencies from off-duty status.



APPLICANT /EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Laborer for MSD Administration describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/ Employee Signature

Date

Print or Type Name