

METRO Classification Description

TITLE: Building Service Worker

Class No: 0015

Bargaining Unit: AFSCME,3580

Salary Range: 08N

Established:

FLSA: Non-exempt

Revised: 2007

Classification Summary:

Performs semi-skilled maintenance and operations functions or, when necessary, arranges for the service/maintenance of Metro owned automobiles, equipment and building operations.

Supervision Received:

Supervision is received from a supervisor or manager. Work direction may be received from the Building Services Technician.

Supervision Exercised:

None

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Assists in facilitating a regular maintenance program to ensure that Metro's fleet is maintained properly. Maintains accurate records of all service and repair of vehicles.
2. Performs or oversees miscellaneous building, facilities and parking lot maintenance and upkeep, which may include cleaning, minor carpentry, painting, adjusting and/or replacing lights. Assures proper maintenance of equipment and facilities in assigned area.
3. Performs or oversees landscaping, grounds work and related duties.
4. Responds to inquires and complaints of staff and building occupants regarding facilities and services provided at Metro Center. Assures information is provided and problems are resolved.
5. Moves and sets up furniture. Coordinates office moves and sets up conference room facilities as needed. Loads, unloads and moves supplies.
6. Moves work station phones and adds/changes voice mail access.

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Secondary Functions:

1. Maintains in-house recycling programs.
2. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and two years of maintenance experience, including vehicle maintenance. Must be bondable and have or be able to obtain an Oregon Driver's License; or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job. Other requirements may include, but are not limited to:

1. Knowledge of basic preventative maintenance for automobiles.
2. Knowledge of basic carpentry skills and ability to operate hand tools.
3. Working knowledge of electricity, landscaping, building maintenance and mechanics.
4. Ability to perform a variety of tasks involving lifting and moving heavy objects.
5. Ability to respond to customer inquiries in an accurate, responsive manner.
6. Ability to maintain accurate records of building operations activities.
7. Ability to establish and maintain effective working relationships with contractors, the general public, and other Metro staff.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. This is a highly physical position frequently requiring continuous periods of walking, stooping, talking, reaching, bending, repetitive motions of the hands/wrists and/or the feet, climbing, grasping, handling, and good general hearing ability. This position will frequently require the ability to push and/or pull up to 100 pounds and lift or carry up to 50 pounds. May also require occasional standing, crawling, feeling and kneeling.