TOWN OF BLOOMFIELD
Council-Manager Government Since 1941

Open Position
Building Maintainer
Pursuant to Teamsters Collective Bargaining Unit the hiring rate is $25.37/hourly

The purpose of this position is to handle maintenance projects within Town buildings, as well as, inspect, clean and maintain public buildings and their entrances. The incumbent is responsible for the care, safety, and cleanliness. Responsible for room preparation for usage by occupants and visitors. Perform maintenance tasks specializing in HVAC, electrical or plumbing trades. Assists the Lead Building Maintainer with required completion of special assignments. Completes quarterly custodial service and building condition assessment reports.

Minimum Qualifications
Minimum Qualifications; High School diploma or general education degree (GED) and (5) Years of custodial and building maintenance or similar experience or an equivalent acceptable combination of education, experience and training. Trade license in either HVAC, Plumbing or Electrical preferred.

Selection Process
All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results of a background check, pre-employment physical and drug test and verification of information on the employment application.

Applications
Town of Bloomfield conducts pre-employment drug testing

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume and cover letter. Applications accepted until sufficient applications are received. Applications accepted ONLY by mail, email — sdaley@bloomfieldct.org or at the Human Resources Department at Town Hall.
Previous applicants need not apply.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact the HR Department at 860-769-3544.

Posted 8/18/22
TOWN OF BLOOMFIELD
BUILDING MAINTAINER

Department: Public Works-Facilities  Non-Exempt  Grade: PW-5

Position Purpose:

The purposes of this position are to handle maintenance projects in buildings and inspect, clean and maintain public buildings, entrances and under his/her care so as to keep them safe, clean, sanitary, neat in appearance and comfortable for use by occupants and visitors and to prepare rooms and facilities for use.

Supervision:

Supervision Scope: none

Supervision Received: Works under the direction of the Facility Manager and Lead Building Maintainer following professional standards, procedures and policies.

Supervision Given: none

Job Environment:

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs routine maintenance of building; such as: minor plumbing, fixing doors, minor electric work, replacing filters in equipment, minor carpentry, check boiler, assemble furniture, replace sheet rock, replace ceiling tiles, replace light bulbs and similar tasks.
- May perform routine custodial duties and tasks such as vacuuming rugs, dusting and wet mopping floors and cleaning glass, windows and mirrors; empties trash and recycling containers; fills soap and other dispensers; inspects, sanitizes and cleans restrooms daily.
- May perform routine maintenance work such as: strips and waxes floors, removes snow from and controls icing conditions at the entrances and immediately adjacent sidewalks to maintenance town buildings during regular work hours and on call; performs minor building maintenance tasks such as painting and changing light bulbs.
- May plan custodial work so that within reasonable periods on a rotating basis all areas under his/her care receive a thorough cleaning; performs periodic heavy cleaning as conditions require such as stripping and buffing floors, shampooing carpets, cleaning windows, etc.; observes, corrects if possible, and reports potential safety hazards.
• Perform maintenance tasks specializing in HVAC, electrical or plumbing trades. You will work with the Lead Building Maintainer as required to complete such special assignments.
• Completes quarterly custodial service and building condition assessment reports. Follows up by creating work orders for any deficiencies.
• Other duties as assigned.
• Moves furniture, equipment and supplies; sets up and breaks down meeting and function rooms for various activities.
• May secure cleaning supplies, hazardous chemicals and custodial storage areas; secures and/or locks facilities as appropriate; set alarm systems for security. May perform opening duties.
• May order cleaning and maintenance supplies from supervisor; obtains and maintains hazardous materials, data sheets on relevant supplies under the direction of supervisor.
• Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
• Assists supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
• Assists with preparing, maintaining and performing job site and work safety practices.
• Pick up and make deliveries for staff, pick up building maintenance supplies.

Other Functions:

• Performs similar or related work as required, directed or as situation dictates.
• Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Minimum Qualifications: High School diploma or general education degree (GED) and five (5) years of custodial and building maintenance or similar experience or an equivalent acceptable combination of education, experience and training. Trade license in either HVAC, Plumbing or Electrical preferred but not required.

Special Requirements:
Motor Vehicle Operator's License required, Trade license for either HVAC, Plumbing or Electrical preferred.

Knowledge, Ability and Skill:

Knowledge:

• Working knowledge of building systems and life safety systems along with working knowledge of automation systems.
• Knowledge of custodial procedures, supplies and materials.
• Working knowledge of light maintenance services to facilities and/or equipment.
- Knowledge of proper tools and equipment to use for different building maintenance and custodial jobs.
- Knowledge of appropriate safety procedures.

**Ability:**
- Ability to observe custodial and maintenance requirements based upon physical conditions.
- Ability to learn how to perform various building maintenance tasks.
- Ability to perform all responsibilities in a courteous and competent manner at all times.
- Ability to perform heavy manual labor and to work effectively with other personnel.
- Ability to follow written and oral instructions.
- Ability to read and follow safety procedures.
- Ability to work efficiently and effectively with minimal supervision.
- Ability to understand policies and procedures.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Skill:**
- Skill in performing building maintenance work.
- Skill in using various custodial equipment and hand tools.

**Physical and Mental Requirements:**

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Weather Conditions</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in high, precarious places</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Work with toxic or caustic chemicals</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Work with fumes or airborne particles</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Non weather related—extreme heat/cold</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work near moving mechanical parts</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Risk of electrical shock</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vibration</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Other</td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

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Physical Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talking &amp; Hearing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hands/fingers to handle/Grip</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climbing or balancing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stooping, kneeling, crouching, crawling</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reaching with hands and arms</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Tasting or smelling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending, pulling, pushing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other-Driving</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Lifting Requirements

<table>
<thead>
<tr>
<th>Weight</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Up to 25 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Up to 50 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Up to 75 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Up to 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Over 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Noise Levels

<table>
<thead>
<tr>
<th>Noise Levels</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Quiet (forest, isolation booth)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiet (library, private office)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderate noise (computer, light traffic)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Very Loud (jack hammer work)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vision requirements

- _X_ Close vision (i.e. clear vision at 20 inches or less)
- _X_ Distance vision (i.e. clear vision at 20 feet or more)
- _X_ Color vision (i.e. ability to identify and distinguish colors)
- _X_ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- _X_ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ___ No special vision requirements

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Designs workflows and procedures.

Design - Demonstrates attention to detail.

Problem Solving - Uses reason even when dealing with emotional topics.
Technical Skills - Strives to continuously build knowledge and skills. Has an in depth knowledge of building systems and automation software. Operation and use of cellular phones and personal computers including email Microsoft office suite (Outlook, excel, and word).

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget; conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner.
Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)