POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position: Facilities &amp; General Maintenance</th>
<th>Department: Department of Public Works</th>
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<tbody>
<tr>
<td>Reports to: Manager of Municipal Properties, Public Utilities, Fleet &amp; Roads</td>
<td>FLSA Status: Non-Exempt</td>
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<tr>
<td>Location: DPW Facility</td>
<td>Division: Any</td>
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<td>Revised: December 3, 2019</td>
<td>Last Reviewed:</td>
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BACKGROUND
The Mission of the City of Auburn Hills is to be stewards for the community through a connected, transparent and efficient government. The Vision is Auburn Hills will be a community with the heart of a small town that operates with the excellence of a world class city. The organizational Values are Attentive Service, Diversity, Excellence, Fiscal Responsibility, Humility and Safety.

The Department of Public Works (DPW) is made up of six divisions including Municipal Properties (Facilities and Grounds), Public Utilities (Water and Sewer), and Fleet and Roads. The DPW has just over 40 full-time personnel, augmented with various part-time staff and seasonal employees. All DPW employees are expected to approach each day with a focus on the City’s Mission, Vision and Values.

WHAT WE ARE LOOKING FOR
- Safety: Looking for safety conscious individuals that have a desire and focus to perform the work safely, properly, and with attention to detail.
- Team Player: Being a strong team player is essential to ensuring success in this job category. In working together you will be able to achieve common goals and positive outcomes.
- Passion for the City of Auburn Hills: Contribute to making the City a great place to live and see the direct impact your effort at work makes on the community.
- Ambition: These jobs include an element of fun, but also require a motivated hardworking attitude to succeed day-in and day-out.
- Customer Service Driven: Most jobs in this category work with the public serving their needs in a positive way. A commitment to offering exceptional service in these roles is a primary responsibility.
GENERAL PURPOSE
Performs general facility maintenance to municipal buildings and structures. Must have a general understanding of building mechanical, air handling, roofing, flooring, electrical and plumbing systems. Performs facility repairs, construction or renovation whenever possible and coordinates with outside vendors when needed. Conducts inspections and performs preventative maintenance of equipment and systems.

Works with power tools, hand tools and machinery to accomplish tasks. Performs general handyman type services following safe work practices with efficiency as a guide. Able to work from drawings, sketches or blueprints. Must be able to retrieve and maintain electronic records.

The Department of Public Works is a team based work environment. Employees may be moved between divisions at any time, either on a temporary or permanent basis. As needed, may be required to perform a variety of unskilled or semi-skilled maintenance work in Grounds, Fleet, Roads, Public Utilities or any part of the Department of Public Works as assigned.

SUPERVISION
Works under the immediate supervision of the Manager of Municipal Properties, Manager of Fleet & Roads or Manager of Utilities. Also responds to direction of appropriate Crew Leader.

SUPERVISION EXERCISED
May direct activities of seasonal employees.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES
Replacing furnace filters, respond to temperature complaints, make adjustments to temperature controls. Clean air conditioning coils, check duct work and basic troubleshooting of HVAC equipment. Coordinate with HVAC contractor on projects.

Troubleshoot basic electrical problems including re-setting of circuit breakers, changing burned out light bulbs and minor electrical repairs. Perform checks of generator equipment and interact with generator contractor.

Perform basic plumbing repairs on toilets, urinals, sinks and drains. Snake blocked drains, repair faucets and drinking fountains.

Rough framing, drywall repair, finish carpentry, window/door installation, painting, roofing and siding. Assemble, move and repair office furniture. Hang pictures, install signage, repair doors, locks and windows.

Work with vendors to service alarm systems, fire suppression systems and rooftops.

Drives trucks and pulls trailers of various sizes and weights for loading, hauling and unloading of various equipment and materials. Plows snow from roads and parking lots, spreads salt on roads, lots, and walks.

Performs all duties following appropriate safety and security standards.

Operates a variety of construction and maintenance equipment used in the water and sewer, roads, grounds and facilities divisions.
Must report for work during emergency conditions.

Other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education and Experience:
- Graduation from high school or GED equivalent, and
- Two (2) years of experience in facility maintenance or in a related skilled trade. Or, an equivalent combination of training and experience.
- Able to operate a computer, mobile phone and tablet. Experienced with, or able to learn how to operate, software relating to Public Works activities.
- Ideal candidate will have handyman experience, or experience working in construction, electrical, plumbing, carpentry, masonry or other related trades.

Necessary knowledge, skills and abilities:
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities, and possess a mechanical aptitude.
- Skill in operation of some of the listed tools and equipment, including appropriate computer skills.
- Ability to perform heavy manual tasks for extended periods of time; Demonstrated ability to climb ladders and enter manholes, vaults and narrow openings; Freedom from fear of high places and confined spaces; Willingness to work outside in extremely hot, damp and/or cold weather.
- Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to read and interpret construction plans; Ability to establish and maintain effective working relationships with other employees, other departments and the public; Must possess proven integrity; Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS**

Valid State Driver's license and CDL certification. CDL certification required within six (six) months from start date. Maintaining of licenses are required to retain job.

Demonstrated ability to meet the above mentioned qualifications. An eight (8) week trial period is provided for existing AFSCME employees and a six (6) month period for new hires as provided by contract.

**TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, (trucks with grading and snow plow blades), sewer vactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and other tools and equipment as assigned.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places; below ground, confined spaces, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**
Formal application, review of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening; psychological evaluation; additional job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: __________________________  Approval: __________________________

Director of Public Works  City Manager

Approval: __________________________

Employee