

CITY OF WAUKESHA

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this classification. It is not intended as a complete list of the specific duties and responsibilities that may be inherent in this job. The principle duties and responsibilities enumerated are all essential job functions except for supplemental duties and responsibilities. Supplemental duties and responsibilities are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this description as it deems, in its judgment, to be proper.

06/03

Title: Permanent Part-Time: Buildings Maintenance

Department: Parks, Rec, Forestry

FLSA Status: Nonexempt

Reporting Relationships:

Reports directly to the Building Maintenance Supervisor or Buildings Crew Leader.

Terms of Employment:

Work week consists of Saturday through Wednesday, year-round. Hours will be 7:00am to 12:00pm. Up to 25 hours a week.

Experience:

A minimum of 3 summer seasons of work experience in the department or comparable experience in building maintenance, doing comparable work. Must have experience in plumbing, electrical, or construction and custodial work.

Responsibilities include:

- Cleaning and maintenance of facilities
- Opening and closing of park shelters
- Operating vans, pickups, small dump trucks
- Snow removal and ice control
- Repairing of light fixtures
- Painting buildings and signs
- Completing work assignments by working independently or without direct supervision
- Demonstrate and set an example regarding proper equipment maintenance and proper public relations skills.
- Must possess expertise in a specialty area of operation