



Job Title: Facilities Worker

Department: Public Works

Reports To: Public Works Director/Town Engineer

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 08/2008	Revision Dates: 03/9/2009, 06/19/2019	

JOB SUMMARY

Perform a variety of semi and unskilled tasks related to maintaining and cleaning buildings and grounds. Perform minor plumbing, irrigation, electrical, mechanical, HVAC, and carpentry repairs. Perform routine grounds maintenance. Assist with setting up and tearing down meeting and event equipment and peripherals. Organize, file and maintain warranties. Orders supplies. Oversee janitorial and exterminator contracts. Issue computer and physical keys. Coordinate the use of inmate crews.

ESSENTIAL FUNCTIONS

- Perform a variety of semi and unskilled tasks related to maintaining and cleaning buildings and grounds, except in the Parks and Recreation areas.
- Perform minor plumbing, irrigation, electrical, mechanical, HVAC, and carpentry repairs. Perform routine grounds maintenance; this includes emptying trash, cleaning, maintaining irrigation and exterior lighting. Respond to work order requests.
- Assist with setting up and tearing down Town Council meetings, and special event equipment and peripherals, such as tables, chairs and coordinating with caterer.
- Organize, file and maintain warranties. Tracks warranties to fix capital under warranty.
- May assist in ordering and delivering to departments break room supplies for Town Hall building; organize and file supply requests.
- May schedule monthly and special cleanings.
- Issues key cards and physical keys; organize and maintain key file for each Town employee.
- May assist with coordinating different vendor tasks.
- May assist with the use of inmate crews to help maintain municipal complex grounds and occasionally, Town buildings.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Two years of experience in maintaining and repairing in maintaining or repairing building peripherals such as plumbing, electrical, HVAC, mechanical, painting and/or carpentry items; or, any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.

REQUIREMENTS

- Successful completion of a criminal background check prior to beginning employment with the Town.



- May be required to lift and carry up to 100 pounds in various forms and sit, stand, or maintain physical activity for extended periods of time outside.
- Valid Driver's License required or able to obtain an Arizona Driver's License within ten days of hire. *If incumbent drives a Privately Owned Vehicle (POV) in course of employment, then he/she must provide supervisor with a copy of his/her Arizona Automobile Insurance Card.*
- Ability to operate/use equipment such as tractor, aerator, sweeper, chain saw, power and hand tools.
- Some working knowledge of ADA/Universal Design Standards.

PREFERRED QUALIFICATIONS

- Job-related coursework from a community college, vocational, technical, or business school.
- Experience with concrete and metal work, framing, grading.
- Additional education such as at a community college, or vocational, business, technical or correspondence school.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers