



City of Tempe

TEMPE CENTER FOR THE ARTS MAINTENANCE WORKER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	090	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$18.009615
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$24.312981
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Groundskeeper II+
<i>Drug Screen / Physical:</i>		<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives direct supervision from the TCA Maintenance Supervisor and general supervision from the Custodial Superintendent and managerial staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<ul style="list-style-type: none"> ● Two years of increasingly responsible, full-time experience in one of the following areas: <ul style="list-style-type: none"> ○ Custodial services that includes experience in the proper care of various floor surfaces including carpets. ○ Gardening / landscape maintenance that includes experience with the use and care of hand tools and power equipment. ● Previous custodial or groundskeeper experience at large public facilities (i.e. arts centers, museums, stadiums, theatres, parks, golf courses, etc.) is desirable.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver’s license. ● Possession of a valid Arizona Structural Pest Control Applicator's License for both Pest Control (B1); Right-of-Way and Weed Control (B3); and Turf and Ornamental (B5). ● Possession of, or required to obtain within one year of hire, a professional cleaning or grounds maintenance certification and/or other related certifications.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a full range of custodial services and grounds maintenance at the Tempe Center for the Arts.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Physically present to perform the duties of the position.

Interior:

- Clean, sanitize and deodorize restroom and dressing room facilities and fixtures including sinks, urinals, toilets, showers, mirrors and waste receptacles; maintain fixtures and replenish supplies in restrooms.
- Sweep, vacuum, mop, wax, strip and polish floors using a variety of chemicals, cleansers and equipment. Clean floor surfaces and upholstered furniture.
- Dust and polish furniture, woodwork, fixtures and equipment; wash windows, mirrors, walls and ceilings.
- Empty, clean and sanitize waste receptacles.
- Move and arrange furniture and equipment and assist in the set-up of rooms for meetings, events and special functions.
- Replace light bulbs and fluorescent tubes.
- Secure facilities after working hours when necessary.
- Maintain work areas in accordance with recognized safe practices and make minor repairs to custodial equipment and machinery.
- Promote workplace safety awareness and understanding of potential workplace hazards and assists with the necessary training to avoid such hazards; participate in safety initiatives.
- Monitor, estimate, inventory and assist in ordering supplies.
- Complete work orders and close out in Hansen or similar type of work order system.
- Work special events and be available on call.

Exterior:

- Plant, water, weed, fertilize and maintain TCA landscaped areas.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake and clear leaves along with removing debris from TCA landscaped areas, walkways, parking lot and surrounding areas.
- Pick up litter and debris; empty trash receptacles and ash urns and deposit into proper collection container.
- Operate, maintain and repair a variety of mechanical equipment related to grounds keeping but not limited to blower machines, hedge trimmers, pruning shears and garden tools.
- Inspect tables, benches and other related TCA equipment; perform minor repairs or report condition to appropriate staff for repairs.
- Perform periodic inspections of irrigation systems along with conducting minor repairs and reinstallation.
- Mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, flowers, and desert landscape areas to control weeds, insects and plant diseases; set and monitor rodent traps.
- Skim debris from reflecting pool and other water fixtures.

General:

- Demonstrate continuous effort to improve operations, reduce turnaround time, streamline work processes and provide seamless service.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. van, club car, electric golf cart);
- Use power tools (i.e. hedge trimmers, power and pole chain saw, backpack and hand held blower, backpack and upright vacuum, commercial 24' push vacuum, auto scrubbers, high speed floor machines, low speed floor machine, wet extractor, Orbot carpet machine, Dry Host machine, carpet fan blower, window machine, pressure washer, etc.);
- Use tools (i.e. hand saw, lopers, hand pruners, pipe cutters, valve wrenches, shovels, rakes, pick axe, push brooms, window machine, hose reel, screw drivers, hammers, allen wrenches, socket wrench, nut drivers, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse considerable distances during workday with or without an accommodation;
- Other physical labor essential to the classification (trim trees and scrubs, irrigation repairs, dig holes, plant trees and scrubs, raking xeriscape, clean curbs and parking lot debris, litter removal, empty outdoor trash cans, moving furniture, stack chairs, move platforms, spraying pesticides and herbicides, dry herbicide applications, vacuum, clean toilets, strip wax, seal concrete floors, wet extract carpet, clean glass at normal levels and clean high glass using lift equipment, window machine, stocking custodial closets, removal of bees swarms, etc.)
- Work in a stationary position for considerable periods of time;

- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective May 4, 2007

Revised May 2008

Revised January 2017 (add physical/mental activities)