



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Police Building/Parking Garage Maintenance Mechanic</p> <p>Classification-Series: Building Maintenance Mechanic</p> <p>Occupational Grouping: Labor & Trade Services</p> <p>Organizational Unit: Police Department</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Non-Exempt, Regular FT 40 hrs/wk</p> <p>Union - Grade: Merit Plan – Grade 13</p> <p>Primary Job Location: Police Station/Parking Garage</p>
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JOB SUMMARY: Performs general maintenance and custodial duties in and around the police station, parking garage and parking areas.

ACCOUNTABILITY: Works under the general supervision of the Professional Standards Bureau Commander. May also receive direction from other Police Department supervisors.

SUPERVISION EXERCISED: May provide instruction and lead assigned or temporarily hired personnel in the completion of cleaning, maintenance and snow removal activities as delegated by supervisor and/or department head.

TYPICAL EQUIPMENT USED: Telephone; computer, vacuum cleaner; floor buffer; various analog and digital measuring instruments; various hand and power tools; heating system and equipment; power mowers and trimmers; ladders and scaffolding; two-way radio cell phone, passenger motor vehicle with and without snow plow attached, Bobcat style snow removal equipment, snow blower, power washer, snow shovel, portable paint machine.

TYPICAL WORK ENVIRONMENT: Inside: 50% Outside: 50%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Empties trash receptacles in and around assigned buildings and transfers to disposal location.
2. Removes dirt, debris, snow and ice from walkways around assigned buildings, from parking garage, and metered parking areas.
3. Operates vacuum cleaners, wet and dry mops, floor buffer, carpet cleaning equipment and other maintenance equipment necessary to perform assigned duties.
4. Performs carpentry, electrical and plumbing repairs of a minor or routine nature.
5. Prepares and paints floors, walls, building fixtures and parking spaces.
6. Monitors condition of buildings and performance of equipment and components and alerts supervisor to maintenance needs and problems.
7. Monitors and adjusts computerized building environmental control systems.
8. Performs preventive maintenance and minor repairs and adjustments to heating, ventilating, and other equipment and systems.

9. Prepares and maintains forms and other records related to inspections, test, repairs and the cleaning and maintenance of assigned buildings.
10. Maintains security by monitoring and limiting access to buildings in accordance with established policies and procedures.
11. Maintains inventory of supplies and requisitions replacements and new supplies as needed.
12. Operates and maintains building/facility illumination and safety equipment.
13. Maintains confidentiality with regards to activities/situations and individuals encountered while completing work assignments (i.e. memoranda, interviews, evidence, etc.).
14. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
15. Maintains familiarity with and executes safe work procedures associated with assigned work.
16. Assists with other parking related operations and projects including responding to and mitigating various man-made and natural emergencies, performing general maintenance of facilities, and assisting with snow removal efforts.
17. Assists with maintaining overall appearance and maintenance of facilities to include treating and removing bodily fluids.
18. Install/replace signs.
19. Sweep/remove sand, dirt and leaves in parking areas/garage.
20. Performs other related duties as assigned.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Frequently required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Occasionally required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: <1 hours Stand: 3 hours Walk: 2 hours</p>	<p>TOTAL HOURS: Sit: 1 hours Stand: 4 hours Walk: 3 hours</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Necessary for detecting noxious odors and fumes.

TYPICAL WORK SURFACE(S): Service counter; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground.

TYPICAL CONTROLS USED: Vacuum cleaner, wet and dry mops, floor buffer, carpet cleaning equipment, other applicable maintenance equipment, telephone; automated and manual measuring/location devices; test kits and monitoring equipment; radio/pager; motor vehicle; electronic, mechanical and hydraulic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to fumes, airborne particles, pathogens, and toxic or caustic chemicals. Some exposure to outside environment including sunlight, extreme temperature (hot/cold), wind, rain and snow. Work may be near moving or mechanical parts and on or around electrical equipment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Some knowledge of methods, materials, and equipment used in custodial and grounds maintenance work. Some knowledge of general building repair and facility maintenance practices. Ability to follow written and oral instruction. Physical ability and stamina to perform required work. Ability to complete required forms and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public. Computer skills and technical knowledge related to HVAC system operations and controls, understanding of mechanical and electrical systems and ability to do minor repairs including small engine repair, mechanical, and electrical.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum High School diploma or equivalent. Must maintain a valid motor vehicle operator license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.