

## **CITY OF MILL VALLEY**

### **Assistant Building Maintenance Worker**

#### **Definition**

Under general supervision, be responsible for the custody & maintenance of assigned City buildings and restrooms; and perform related work as required.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

- Moves and arranges furniture and equipment.
- Sets up areas or rooms for special events or meetings.
- Makes non-technical repairs, replaces lights.
- Takes pool readings, adds chemicals as needed.
- Cleans rooms and floors.
- Empties and cleans waste receptacles.
- Cleans restrooms, washes windows and walls.
- Works independently with minimum supervision.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- Methods, materials and equipment used in custodial and building maintenance activities.
- Minor construction repairs.

##### **Ability and skills to:**

- Work independently and follow written and oral instructions.
- Use cleaning equipment
- Deal effectively with the public

#### **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities.

#### **LICENSES OR CERTIFICATES**

Possession of California drivers license or ability to obtain before employment.

#### **WORKING CONDITIONS**

Work is preformed in an outdoor and indoor setting. Work requires frequent bending, lifting, stooping, pushing and pulling motions for a variety of tasks. Work may be accessed through difficult terrain. Work may involve repetitive motions.