



Finance Department

**City of Gatlinburg  
Full Time Position  
Facilities Maintenance Worker**

<b><u>JOB TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>DEPARTMENT</u></b>
Facilities Maintenance Worker	5	Building Maintenance Dept.

**JOB PURPOSE:**

This is semi-skilled maintenance work involving the routine maintenance and repair of City owned facilities and properties.

**ESSENTIAL FUNCTIONS:**

Assists with carpentry, electrical, masonry, mechanical and plumbing repair work. Assists with routine maintenance and repair of heating, venting, and air conditioning systems and replaces filters. Ensures that all City owned facilities are properly secured.

**QUALIFICATIONS:**

Graduation from high school (or GED) with additional training and/or education in the vocational trades areas; experience working in building maintenance and construction trades such as carpentry, electrical repair, plumbing, masonry, painting, roofing and building maintenance.

**SPECIAL REQUIREMENTS:**

Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Incumbents are required to obtain a Tennessee Class B CDL within 1 year of employment.

**Hours may vary and include evening and weekend work.**

The current starting pay for a Facilities Maintenance Worker is \$26,190.

A post-offer drug screen, background and physical is required for all positions.

Applications accepted until position is filled.

**Please read the attached job description for additional information**

**Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov).** No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

## Facilities Maintenance Worker

### Nature of Work

This is semiskilled and occasional skilled maintenance work involving the routine maintenance and repair of city owned facilities and properties. Activities associated with the job include performing general building and facilities maintenance activities, preparing and installing decorative lighting systems, preparing surfaces for painting, and performing semiskilled carpentry, electrical, masonry, mechanical and plumbing repair work. Additional activities include locking and unlocking public facilities, answering and responding to phone calls regarding needed maintenance repairs and requests, receiving and storing supplies and materials and ensuring the overall security of city owned facilities. Activities associated with the job can be physically demanding, potentially hazardous and incumbents are exposed to all types of weather conditions. Job responsibilities require knowledge and proficiency in several trade areas including plumbing, carpentry, electrical circuitry and control systems, natural gas lines and components, commercial appliance repair, landscaping and lawn maintenance, painting, roofing, masonry and building maintenance. Incumbents must also possess good organizational and interpersonal skills and sufficient strength and agility to perform the physically demanding aspects of the job. Job performance is evaluated by the Public Works Director and/or Facilities Maintenance Supervisor through review of the overall cleanliness and maintenance of city owned facilities, ability to effectively prioritize activities and meet workload demands, knowledge of construction and building maintenance trades, organizational skills and the ability to interact effectively with co-workers and the public.

### Illustrative Examples of Work

- Assists with troubleshooting and repairing electrical, electronic, refrigeration and air conditioning malfunctions and installing heating and air conditioning equipment when required.
- Assists with ensuring that all city owned facilities are properly secured, answering and responding to phone calls pertaining to maintenance activities and relaying messages to other maintenance staff.
- Assists in repairing or replacing broken water lines, faucets, flush valves, commodes, sinks and other plumbing system components.
- Maintains lawns and gardens around city owned facilities and performs seasonal pruning, mowing, fertilizing and landscaping activities when necessary.
- Assists with performing routine maintenance and repair of heating, venting and air conditioning systems and replaces filters according to established schedules.
- Repairs and/or replaces light bulbs and fixtures when necessary.
- Assists with stripping, waxing and buffing floors on a regular schedule.
- Assists with running wire and conduit for computer and telephone lines.
- Assists with receiving parts, supplies and cleaning materials and delivering cleaning supplies to the housekeeping staff when necessary.

- Assists with unstopping commodes and drainage lines.
- Performs routine preventive maintenance at city operated facilities and maintains a daily log of maintenance activities.
- Assists in maintaining emergency diesel generators and conducting periodic tests.
- Assists with troubleshooting and repairing electrical circuits and replacing switches and receptacles when needed.
- Assists with the maintenance of parking lots, side walks and exterior lighting for city operated facilities.
- Assists with installing, repairing and replacing traffic and street lights when necessary.
- Assists with framing and laying out work to perform carpentry tasks, repairing walls and furniture, and staining and varnishing surfaces.
- Repairs locks, doorknobs and catches when necessary.
- Assists with the installation of new electrical conduit for additions or alterations to existing systems.
- Assists with hanging, patching and repairing sheet rock.
- Assists with various masonry projects such as sidewalks, parking areas, retaining walls, etc.
- Paints structures, walls, additions, and a variety of exterior surfaces using the appropriate type of paint.
- Repairs and/or installs ceiling and floor tile.
- Assists with installing seasonal banners and sound systems and decorating city facilities and streets for holidays and special occasions.
- Prepares informational signs and assists with public service and utilities maintenance activities.
- Assists with snow and ice removal from parking lots, sidewalks and grounds.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school with additional training and/or education in vocational trade areas; experience working in building maintenance and construction trades such as carpentry, electrical repair, plumbing, masonry, painting, roofing and building maintenance; experience working with the public; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

- Considerable knowledge of industrial cleaning agents, supplies and materials.
- Considerable knowledge of electronic circuitry, electric motors and multi-phase electrical systems.
- Considerable knowledge of the carpentry, electrical and plumbing trades.
- Considerable knowledge of natural gas supply lines and components.
- Considerable knowledge of central heating and air conditioning components, controls, circuitry and systems.
- Considerable knowledge of the painting, masonry, roofing and building maintenance trades.
- Considerable knowledge of the safety procedures (including electrical tag out and Material Safety Data Sheets) associated with the designated trade areas.

- Considerable knowledge of wiring diagrams, schematics, blueprints and as-built drawings.
- Considerable knowledge of landscaping and lawn equipment maintenance including preventive maintenance procedures.
- Ability to organize personal time and activities in a productive and efficient manner to ensure the completion of all job assignments.
- Ability to communicate and interact in a professional and considerate manner with co-workers, local officials and the public.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to troubleshoot and analyze heating and air equipment malfunctions and electrical circuitry.
- Ability to apply technical information effectively on the job and learn new information and techniques associated with the identified trade areas.
- Ability to work in a variety of work environments with frequent exposure to weather and climate extremes and mechanical, electrical and chemical hazards.
- Skill in the use of power and hand tools and diagnostic equipment associated with the identified trade areas.
- Skill in the operation of motor vehicles.

### **Physical Requirements**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

### **Necessary Special Requirements**

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.
- Incumbents are required to obtain a Tennessee Class B CDL within 1 year of employment.

Gatlinburg Tennessee  
 FLSA – Non-Exempt  
 06/30/2006  
 Revised 6/21/2017