



## POSITION DESCRIPTION

<b>Title:</b>	Public Works Facilities Worker	<b>Department:</b>	Public Works
<b>Type:</b>	Regular	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	PW/133	<b>Revised:</b>	08/2025

### DEFINITION

Responsible for the care, maintenance, and cleaning of assigned Town buildings and related facilities.

### SUPERVISION RECEIVED

Receives immediate supervision from the Maintenance Superintendent, with indirect supervision from the Public Works Director/Town Engineer, or designee.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Perform routine and specialized janitorial and maintenance tasks.
- Vacuum, sweep, mop, wax, buff, and scrub floors.
- Dust, wax, wash, and polish furniture and woodwork.
- Steam clean carpets.
- Clean restrooms.
- Wash windows and walls.
- Move and arrange furniture and equipment.
- Assist in a variety of semiskilled building maintenance activities, including light carpentry, electrical, and plumbing repairs.
- Perform grounds maintenance and snow removal at bus shelters and other Town facilities.
- Track usage of and replenish supplies and ensure that supplies are billed to the appropriate department.
- Empty and clean waste receptacles.
- Replace light bulbs.
- Polish metal work.
- Secure facilities.
- Take care of equipment and materials used in the course of work.
- Perform related duties as assigned.

### QUALIFICATIONS:

Knowledge of:

- Methods, materials, and equipment used in the cleaning of buildings.
- Safe work practices.

Ability to:

- Clean and care for assigned buildings and equipment.
- Organize then implement a regular maintenance and cleaning program.
- Use a variety of janitorial equipment and materials.
- Understand and carry out oral and written instructions.
- Work cooperatively with those contacted in the course of work.
- Be available to work evening hours; must use various cleaning solvents and chemicals in the performance of duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

A minimum of six months' experience performing comparable duties.

Licensing or Certification

Possession of, or ability to obtain within the state-required time frame of ten (10) days from hire date, a valid California driver's license, with an acceptable driving record. Must pass an appropriate background check prior to hire.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include heat in summer and/or extreme cold, wind, and other winter conditions. The employee frequently

works near moving mechanical parts and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**ACKNOWLEDGMENT STATEMENT**

I, \_\_\_\_\_, understand the requirements and expectations outlined in this position description. I further acknowledge:

Receipt of a printed and/or electronic copy of the *Personnel Rules*, my position description, and the *General Employee's Association Memorandum of Understanding...*

or

that I have been offered the documents and refused them...

Additionally, I understand that accepting employment constitutes agreement to all established policies of the Town of Mammoth Lakes, and that I am personally responsible for familiarizing myself with the said policies. I also understand that if I have questions regarding Town of Mammoth Lakes policies, I should consult with my immediate supervisor or Human Resources personnel.

**Received and acknowledged by:**

\_\_\_\_\_

**Employee Signature**

**Date**