

CITY OF SHELBYVILLE, TENNESSEE
BUILDING & FACILITIES MAINTENANCE WORKER/SIGN ROOM LEAD

BUILDING/FACILITIES MAINTENANCE WORKER

DEFINITION:

This employee performs a variety of manual labor tasks in the areas of building and facility maintenance and construction. The employee is under the immediate supervision of the Streets/Drainage Foreman and the general supervision of the Director of Public Works. Instructions to the employee are detailed and specific.

BENEFITS:

This is a full-time position with a rate of \$17.77 per hour. The City currently provides the following for full-time employees: 100% City paid individual medical, dental & vision insurance benefits. Long-term disability insurance, City paid life insurance, various paid leaves such as vacation, personal, sick, bereavement and holidays as well as City contributions to the 401(k).

EQUIPMENT/JOB LOCATION:

The employee will use a variety of hand tools, saws, electrical tools, and small machinery such as carpentry tools, plumbing tools, and tools necessary to accomplish electrical wiring. The employee may also occasionally operate pickup trucks or other City vehicles as necessary to accomplish the task at hand. The employee will be required to lift, carry, dig, climb, crawl, bend and move moderately to very heavy objects. The employee must be able to work in confined spaces. The employee may be exposed to all types of weather conditions with possible exposure to dust, fumes, chemicals, or toxic substances. In addition, the employee may occasionally be required to work in high places.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs a variety of general carpentry duties such as basic plumbing tasks, basic electrical wiring tasks, constructing and erecting buildings, painting, and general facilities maintenance.
- Develops itemized lists of materials necessary to complete the task at hand.
- Loads and unloads building materials and properly disposes of trash, refuse and other debris at the completion of each task.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Assists skilled laborers in the performance of their duties.
- Cleans equipment and tools.
- Performs routine maintenance on machinery and tools.
- Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of the materials and equipment used in carpentry, electrical wiring, plumbing, general maintenance, and construction work.
- Knowledge of occupational hazards and safety precautions.
- Ability to carry out instructions.
- Ability to establish and maintain effective working relationships with other employees and members of the general public.

QUALIFICATIONS:

- Must have electrical/plumbing experience ranging from small to large scope projects.
- Must be available nights and weekends for emergencies.
- Experience in performing heavy manual work.
- Must have and maintain a valid Tennessee driver license.
- Licensed electrical and plumbing contractors will be given first consideration.

SIGN ROOM LEAD

DEFINITION:

This employee performs a variety of manual labor tasks in the area of sign construction. The employee is under the immediate supervision of the Streets/Drainage Foreman and the general supervision of the Director of Public Works. Instructions to the employee are detailed and specific.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer. The employee will use a variety of hand tools, sockets, wrenches, electrical tools, and power tools. The majority of the duties will be carried out in the sign shop; however, the employee may occasionally be required to work at other locations. The employee may also occasionally operate pickup trucks or other City vehicles as necessary to accomplish the task at hand. The employee will be required to lift, carry, dig, climb, crawl, bend and do overhead work with arms. The employee must be able to stand on concrete for extended periods of time. The employee must be able to lift up to 50 lbs., repetitively. The employee must possess good language and spelling skills.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs a variety of basic computer tasks such as setting up sign design.
- The employee will handle blank metal signs and posts.
- Employee must possess the ability to design the signs to conform to the required color, wording, and detail.
- Develops itemized lists of materials necessary to complete the task at hand.
- Loads and unloads signage materials and properly disposes of trash, refuse and other debris at the completion of each task.
- Keeps record of inventory and orders materials for sign room.
- Creates invoices for signs.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Oversees assistants in the performance of their duties.
- Cleans equipment and tools.
- Performs routine maintenance on machinery and tools. Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

- Basic computer skills.
- Knowledge of use of measurements and basic design elements.
- Competent language and spelling skills.
- Knowledge of use of basic tools such as sockets, wrenches, and power tools.
- Knowledge of occupational hazards and safety precautions.

- Ability to carry out instructions.
- Ability to establish and maintain effective working relationships with other employees and members of the general public.

QUALIFICATIONS:

- A successful applicant must have basic computer skills, language skills and thorough knowledge of the use of basic tools.
- Must have and maintain a valid Tennessee driver license.
- Must be able to pass a background check, pre-employment physical and pre-employment drug screen.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

*The job description for the position of **Building & Facilities Maintenance Worker/Sign Room Lead (FT)** for the City of Shelbyville Public Works Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.*

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes ___ No ___

Signature

Date