

JOB DESCRIPTION

TITLE: Building Operations Technician II
SUB-TITLE: Maintenance Custodian II
DIVISION/UNIT: Executive Services Bureau/Building Operations Unit
REPORTS TO: Operations Supervisor/Operations Assistant Manager
DATE: February 2019 **PAY RANGE:** 11 **FLSA:** Non-Exempt

Job Objectives: (Purpose of the position.)

To provide general building cleaning and maintenance in an environmentally safe manner.
To observe and identify security/CJIS violations and report immediately.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Perform general building cleaning to include, but not limited to: sweeping and mopping floors; cleaning restrooms, drinking fountains and showers; polishing fixtures, brass and handrails; cleaning mirrors, glass surfaces and window ledges, blinds and fixtures; emptying trash; filling all paper dispensers; vacuuming all carpeted areas and rugs; washing and/or dusting all surfaces; and stripping, waxing and buffing floors.
2. Perform grounds maintenance to include, but not limited to: mowing; removing weeds; removing trash and debris; and trimming shrubs and trees.
3. Check light fixtures and replace burned out lamps.
4. Inventory and order supplies when needed from Headquarters.
5. Must have a strong command of the English language and have the ability to communicate verbally with the outside vendors, the public and internal department members.
6. Generate, complete, file and enter work orders.
7. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, weekends and holidays.

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8. Must have the ability to work in all types of weather conditions.
9. Perform related duties as required.
10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

Incumbent must have the ability to read and comprehend the English language when utilizing department computers to access and respond to emails.

It is preferred the incumbent possess a valid driver's license and have the skills and abilities to operate department vehicles within specified vehicle operating procedures.

Physical Requirements: Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) frequently, light lifting (5 to 20 pounds) regularly, talking on the telephone, seasonal snow removal, the ability to climb a ladder, bending, kneeling, pushing, and pulling.

Job Location: (Place where work is performed.)

This position operates in department physical facilities and surrounding areas 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Plumbing tools
- Electrical test equipment
- Drills and saws
- Vehicles
- Personal computer