



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE:

JOB VACANCY MEMORANDUM NO.

TITLE: Building Operations Technician III, Maintenance Custodian

ELEMENT OF ASSIGNMENT: Building Operations Unit

PAY RANGE: 50

STARTING MONTHLY SALARY: \$3,428

VACANCY STATUS: Vacant

EXPIRATION DATE:

REQUIREMENTS:

Performs work ensuring the maintenance, cleanliness, and operational functionality of Kansas City Police Department facilities and surrounding grounds. Responsibilities include conducting routine maintenance and repairs, custodial tasks, and responding to work orders. The role also requires seasonal tasks such as snow removal and managing various facility equipment to ensure safe and efficient operations.

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

1. Provide general building maintenance and repair; tasks may include moving furniture, maintaining fans, generators, sump pumps, and janitorial duties. Provide general maintenance, troubleshooting, and repairs to department facilities and equipment within.
2. Perform general maintenance and carpentry tasks that include moving, installation, and repairs to furniture; door, lock, and window repair. Installation, repair, and care of ceiling, wall, and flooring systems. Work may include painting, staining, and varnishing.
3. Perform electrical troubleshooting and repairs to lighting systems, circuits, equipment, appliances, and HVAC systems including pumps, motors, and pneumatic controls.

4. Perform troubleshooting, repairs, and maintenance to HVAC systems including filter and belt changes, lubing of motors and pumps.
5. Must have the ability to communicate (hear and verbally) with other BOU members and dispatchers through the use of hand-held radios.
6. Perform plumbing repair; involves repairing running water and drain lines, and installing sinks, stools, and water fountains.
7. Provide technical support and training to newly hired or lesser skilled Maintenance Custodian positions.
8. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends, and/or holidays.
9. Participate in cleaning and custodial activities including but not limited to emptying trash cans, sweeping, mopping, and vacuuming floors; stripping, waxing, and buffing hard floor surfaces, cleaning restrooms, locker, and kitchen areas, dusting, and other housekeeping duties as required.
10. Must have the ability to work in all types of weather conditions performing seasonal work including snow removal, mowing, trimming, brush and tree removal.
11. Perform related duties as required.
12. 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.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent.

Incumbent must possess a valid driver's license and have the skills and abilities to operate department vehicles within specified vehicle operating procedures.

Incumbent will be required to complete a job simulated exercise.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

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 the physical facility 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 including trucks equipped with snow plows, spreaders, and blowers
- Floor machines
- ATV's, skid loaders, and tractors
- Man lifts, scaffolding, and bucket trucks

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Mike Arndt, Building Operations Manager**.

Outside applicants – Go to <https://kcpolice.org/careers> and complete an on-line application. Questions; please contact Mindy.Davis@kcpd.org.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit