



City of Ames Building Maintenance Specialist

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| SALARY | \$27.05 Hourly \$56,264.00 Annually | LOCATION | 50010, IA |
| JOB TYPE | Full-Time | JOB NUMBER | 23-6121-01 |
| DEPARTMENT | Fleet Services | DIVISION | Fleet Services |
| OPENING DATE | 04/08/2024 | CLOSING DATE | 4/28/2024 5:00 PM Central |
| FLSA | Non-Exempt | BARGAINING UNIT | IUOE-BC |
| RESIDENCY REQUIREMENT? | Yes | | |

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to fill a position for this position. This recruitment will establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under general direction of the Director of Fleet Services, this position is responsible for building, installing, repairing, or altering a variety of facility related structures, articles, and items of equipment, all while performing other related work, as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed in this posting. Your application includes complete responses to any listed supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is insufficient.

Salary and Hours

This position's salary is based on the bargain unit agreement. There are step increases after 18 months and another at 48 months in the position.

Typical hours for this position are Monday through Friday, 8am to 4:30pm, however there may be some flexibility applied to these hours based on special projects.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

Examples of Essential Job Functions

Repairs miscellaneous furniture, locks, walls, stairways, roofs, and flooring; paints and stains; keeps simple records of time and materials; maintains shop including equipment and tools. Maintains and makes minor plumbing repairs including replacing washers in leaking faucets, replacing faucets or flush valves, repairing broken water pipes, opening plugged toilets, urinals or draining lines, replacing or repairing steam traps, draining-down water in heating systems for winter, adjusting water flows for drinking fountains, toilets, and urinals, and keeping traps filled with water above ceilings on hot water pumps. Maintains and makes minor repairs to electrical equipment such as changing light bulbs, replacing ballasts, replacing or installing wall plugs or switches, checking circuit breakers, checking amperages, and adding new light fixtures. Performs repairs to plumbing, mechanical and electrical equipment, and heating and cooling systems as required. Prepares work orders, plans, materials list, and cost estimates for remodeling projects. Oversees HVAC system, janitorial contractors, and other contractors providing facility service or repair.

Other Job Functions: Applies wall covering materials. Heating system responsibilities include replacing air filters, replacing thermostats, checking amperages, fixing or changing steam traps, insulating piping, checking for dirty strainers in loop piping system, and greasing fans. Maintains and makes minor repairs to cooling systems including checking freon levels, checking amperages, checking for frozen coils, shutting system off, checking temperatures in duct work, checking air-flows, greasing fans, and replacing thermostats. Inspects installations and repairs performed by contractors. Repairs large hangar bi-fold doors.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leadership, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to

experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

High school diploma, HiSet, or GED and five years experience repairing and maintaining large buildings.

Licenses and Certificates: Must possess a valid driver's license.

Knowledge, Skills, and Abilities:

Considerable knowledge of the tools and methods employed in building maintenance activities; knowledge of plumbing mechanical and electrical concepts employed in building repair and maintenance; knowledge of heating and cooling systems; some knowledge of blueprints. Knowledge of safe work practices appropriate to building maintenance, equipment, and tools.

Considerable skill in the use of hand and power tools.

Considerable ability to plan and lay out work and select and order materials and supplies; working ability to work from sketches and diagrams; working ability to read and understand electrical, heating, and cooling system as-built plans. / using computer systems for building maintenance activities for HVAC and security. Ability to use email software. Ability effectively communicate both verbally and in writing. Ability to effectively communicate and establish and maintain effective working relationships with fellow employees and the general public.

Supplemental Information

General Physical Characteristics: The work involves standing and walking 80% of the time; standing (but not walking) 1 the time; sitting and using arm/leg controls 5% of the time; sitting 5% of the time; routinely lifting objects weighing up to more than 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws, or mills where seeing the job is at or within arm's reach.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and talking, hearing.

Environmental Conditions: The worker is subject to both inside and outside environmental conditions; noise; vibration; mechanical hazards; electrical hazards; chemical hazards; oils; atmospheric conditions that affect the respiratory system skin; darkness or poor lighting conditions; isolation

Equipment Essential to the Job: A variety of motor vehicles; two-way radio; a variety of printed materials; a variety of general purpose maintenance equipment; a variety of measurement tools and equipment; a variety of power tools and general purpose hand tools; a variety of safety equipment and clothing; desktop computer and various software.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, hiring assessment, on-site interview including a manager meeting, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****

Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Building Maintenance Specialist Supplemental Questionnaire

***QUESTION 1**

Describe any experience you have with maintaining public or commercial buildings (e.g. office parks, hotels, schools, halls, etc.).

***QUESTION 2**

Describe any experience you have working with customers and vendors to complete projects.

* Required Question