



# Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

## JOB CLASSIFICATION DESCRIPTION

**Job Title:** Facilities Technician 2

**Department:** Public Works

NUTMEG 40 hours per week

### **General Statement of Duties:**

Performs moderate to heavy manual work in cleaning and caring for public buildings and institutions; performs related work as required.

### **Supervision Received:**

Works under the general supervision of the Facilities Supervisor and takes direction from the Senior Facilities Technician.

### **General Duties**

- Scrubs, mops, waxes and polishes floors; dusts and polishes furniture, washes windows, woodwork, disinfects washrooms, toilets, and fixtures.
- Collects and disposes of rubbish; replaces light bulbs; assists in making simple repairs to buildings and equipment.
- Notifies Senior Facilities Technician of the need for major repairs.
- Assists in snow removal around Town buildings and sidewalks.
- Performs security functions of buildings. Ensures proper security of property, materials, and equipment.
- Assists with building maintenance and repair projects as directed.
- Moves office and institutional furniture and equipment as directed.
- Performs minor repairs to building equipment such as pumps, plumbing, heating, and cooling systems under the direction of the Senior Facilities Technician.
- Performs other duties as required.

### **Knowledge, Skills & Abilities:**

Some knowledge of the materials, methods, and equipment typically used in janitorial work. Ability to understand and perform simple oral and written instructions. Ability to make minor repairs and adjustments to cleaning equipment. Ability to perform a variety of routine custodial tasks in the care and limited maintenance of buildings and equipment. Ability to stand; sit; walk; use hands and arms; and climb or balance. Ability to stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Ability to work independently and deal with the public, town officials and associates in a professional, effective and courteous manner. Must possess a valid Connecticut Motor Vehicle License.

**Education, Training & Experience:**

H.S. Diploma or equivalent.

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council: October 10, 1995

Approved by Town Council: November 2003

Updated by Personnel: May 18, 2005

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C			
<b>Physical Demands:</b>					Depth Perception		X					
Standing			X		Color Distinction		X					
Walking			X		Peripheral Vision		X					
Sitting		X			Driving		X					
Lifting			X		<b>Physical Strength:</b>							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)			X				
Pulling			X		Medium Work (20-50 lbs.)			X				
Climbing			X		Heavy Work (50-100 lbs.)		X					
Balancing			X		Very Heavy Work (100+ lbs.)		X					
Stooping			X		<b>Environmental Conditions:</b>							
Kneeling			X		Cold (50 degrees F or less)		X					
Crouching			X		Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration			X				
Twisting			X		Exposure to Chemicals			X				
Feeling			X		Exposure to Gases and Fumes			X				
Talking			X		Exposure to Unpleasant Odors			X				
Hearing				X	Exposure to Bodily Fluids		X					
Repetitive Motion			X		Exposure to Dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X					
Visual Acuity/Near			X		Mechanical Hazards		X					
Visual Acuity/Far			X		Physical Danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.