

BUILDING MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, performs skilled and unskilled work in a variety of assignments in the maintenance, construction, repair, safety and security of City buildings and facilities, and to perform other maintenance work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced journey level position that is distinguished from Maintenance Worker series by the specialized functions related to building maintenance. Direction is received from a higher level management/supervisory position.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform a variety of semi-skilled and skilled activities including painting, carpentry, electrical repair, plumbing, welding, and other maintenance work as directed.
- Perform safety inspections of City buildings and facilities; oversee various other safety functions for City buildings such as maintenance of evacuation plans, emergency supplies, and first aid kits.
- Order, track, inventory, and distribute janitorial supplies.
- Acquire and monitor private contractors for performance of routine maintenance (HVAC and pest control) and emergency repairs.
- Maintain inventory of all activities.
- Identify, prioritize, and schedule work needed in building maintenance; if necessary, acquire and monitor private contractors for special projects.
- Assist other maintenance personnel in a variety of maintenance activities when needed.
- Prepare procedures and repair manuals for all City buildings.
- Assist in the preparation of RFP's (Request for Proposals) for building and janitorial services and supplies.
- Respond to emergency situations in off-duty hours as required.
- Maintain records of daily work performed and resources used.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Lock/out and tag/out procedures when applicable.
- Building codes and OSHA guidelines.
- Occupational hazards and standard safety practices.

- Illness & Injury Prevention Program elements.
- Advanced techniques of carpentry, plumbing, painting, and electrical repair and record keeping practices.

Ability to:

- Utilize proper safety precautions in all work performed.
- Perform a variety of journey level maintenance, construction, and repair work and work independently and set priorities with minimal supervision.
- Properly use a variety of hand and power tools.
- Complete work within the resources and time allocated.

Minimum Qualifications:

Education and/or Experience:

Two years of full time experience in the repair and maintenance of public or commercial buildings.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

May require evening, weekend, or other shift work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Building Maintenance Worker	5/2003	12/2006	12/2006 (from Bldg Maint. Worker II)	4917	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____