

FACILITIES MAINTENANCE WORKER

DEFINITION

Occupants of this classification are in the classified service. This is the entry level classification in the facilities maintenance series. The positions assigned to this classification perform semi-skilled building and facilities maintenance and repair work.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to a Supervisor, Building Engineer, or Division Manager although supervision may be provided by journey-level building trades positions.

ESSENTIAL JOB DUTIES

The following tasks are typical for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

Positions assigned to the Public Works Department:

1. Makes minor repairs to buildings or park equipment and facilities utilizing plaster, cement, or wood.
2. Performs minor electrical repairs including defective switches, wall receptacles and light fixtures including high voltage circuits.
3. Performs minor repairs to plumbing, including such as faucets and valves, and clearing plugged drains, drinking fountains, and urinals.
4. Performs routine maintenance and repairs including preventative maintenance and adjustments of a variety of machinery and equipment associated with City buildings, and/or park equipment.
5. Assists the skilled facility maintenance staff in performing maintenance work tasks such as building and installing cabinets, painting, plumbing, air conditioning and electrical maintenance including street lighting, traffic signals, and heating, ventilating and air conditioning repairs.
6. Makes minor repairs to fences and park play equipment, such as swings, slides, whirls and multi-deck structures, and basketball, tennis and baseball recreation equipment.

Positions assigned to the Transportation Department:

1. Makes minor repairs to bus stops utilizing plaster, cement, or wood.
2. Performs routine maintenance and repairs including preventative maintenance and adjustments of a variety of machinery and equipment associated with City bus stops (including shelters, benches, trashcans and signs).
3. Performs minor electrical repairs to signs and LED displays.
4. Repairs and replaces new bus stop poles, signs, shelters and related property.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- The functions and characteristics related to a wide variety of buildings, facilities, fixtures and necessary materials used in building, bus stops, or park maintenance and repair activities.
- Use of hand and power tools common to the building trades.
- Standard building maintenance and repair procedures.
- Safety precautions associated with general park or building maintenance, repair work and traffic safety.

Skill and Ability to:

- Perform heavy and physically demanding work for a lengthy and continuous period of time.
- Identify maintenance and repair needs in City buildings, bus stop shelters or park facilities.
- Select appropriate materials and equipment to efficiently perform maintenance and repair work.
- Perform basic carpentry, plumbing, painting and electrical work.
- Establishing and maintaining an effective working relationship with fellow employees, supervisors, and the public.
- Performing minor maintenance repairs for heating and cooling systems.
- Maintaining records and making estimates for time and material.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities, and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be: completion of one year full-time paid experience with the building trades such as carpentry, plumbing, painting or electrical work.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the continuous lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather.
- May be required to work within enclosed spaces or at heights above ground level, such as step ladders, extension ladders, scaffolds, and aerial lift equipment with proper training.
- Operates machinery and power tools.
- Operation of jack hammers and air shovels.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.