



## **FACILITY MAINTENANCE WORKER III**

### **DEFINITION**

To perform a variety of semi-skilled and skilled tasks in the maintenance of City-owned buildings, equipment and facilities.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by assigned higher level personnel. Responsibilities include direct supervision over temporary personnel and functional supervision over Facility Maintenance Worker I/II.

This is the advanced journey level of the Facility Maintenance Worker series. It is distinguished from the Facility Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled duties assigned, including highly skilled equipment under minimal supervision. In addition, incumbents may assume general oversight over a small crew of Facility Maintenance Workers I and II as assigned.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

Maintain and repair City facilities, equipment, and building by performing a variety of semi-skilled and skilled carpentry, electrical, painting, plumbing, heating, air conditioning and mechanical repair work. Inspect building facilities to identify building maintenance and custodial needs; research and recommend effective solutions to maintenance and repair needs of the City. Inspect, determine, and perform preventive maintenance and minor repairs on assigned facilities and equipment. Assign routine and special tasks to subordinates; coordinates the work of contractors and other assigned staff with other City employees and contractors. Work cooperatively with others. Regular and consistent attendance.

#### **OTHER JOB FUNCTIONS**

Operate a variety of equipment including power saws, power sanders, drills, paint sprayers, plumbing snakes and rodders, routers and grinders. Operate, maintain and

repair a variety of mechanical equipment such as generators, engines and sump pumps. Determine quantity and types of supplies, materials, tools and equipment needed for maintenance programs and projects; arrange for purchase and procurement of same; assure that maintenance equipment and tools are kept in good working order. Read and interpret sketches, diagrams, drawings and blueprints. Assist in the research and implementation of department policies and procedures. Maintain time, material and equipment use records. Troubleshoot, maintain and repair the City's lock system. Perform work in emergency situations. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Techniques, equipment and materials used in the maintenance, repair and remodeling of public facilities including plumbing, carpentry, painting and electrical. Federal, state and governmental agency laws and regulations pertaining to building maintenance, including building codes. Hazards associated with the assigned work and proper safety precautions. Methods and techniques used in estimating time and materials for assigned projects. Report preparation and maintenance. Research methods in regards to determining proper course of action to maintain and repair buildings, equipment and facilities.

### **Skill to:**

Safely perform skilled maintenance, construction and repair work. Enter data into computer. Analyze and resolve problems; develop and present related recommendations. Oversee a small crew of facility maintenance personnel. Communicate effectively both orally and in writing. Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Read and interpret basic maps and blue prints.

### **Ability to:**

Perform a full range of building maintenance work. Act calmly and quickly in emergency situations and make effective decisions in such cases. Prepare and understand comprehensive and complex reports and plans. Set priorities, work well under pressure and meet deadlines. Work independently in the absence of supervision; resolve technical problems as appropriate for the situations. Read and interpret sketches, drawings, diagrams and blueprints. Prepare and maintain accurate records, logs, orders and reports. Effectively provide direction and training to subordinates. Estimate necessary materials and supplies with a reasonable degree of accuracy. Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Minimum Education and Experience:**

#### **Education:**

High School Diploma or equivalent.

**Experience:**

Two years of experience performing duties comparable to those of a Facility Maintenance Worker II.

**License or Certificate:**

Required upon hire, possession of valid California Driver's License. Building Operator Certification is desired.

**Council Action: June 20, 2006**