

FACILITY MAINTENANCE WORKER I/II

DEFINITION

To perform a variety of 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 may include indirect supervision over temporary personnel.

Facility Maintenance Worker I:

This is the entry level class in the Facility Maintenance series. Positions in this class will usually perform most of the duties required of Facility Maintenance Workers I and II; however, as compared to the Facility Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent discretion and judgment.

Facility Maintenance Worker II:

This is the journey level in the Facility Maintenance Worker series. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class.

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 buildings, equipment and facilities by performing a variety of semi-skilled carpentry, plumbing, painting, heating/air conditioning, mechanical repair and electrical work as necessary. Inspect City buildings to locate conditions indicating the need for repairs and maintenance; assist in establishing and implementing preventative maintenance programs. Operate and maintain a variety of heavy tools and equipment, including small power and hand tools. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Remodel and repair a variety of building components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows and doors; boilers, water pumps, exhaust fans, compressors, and other water and sewage system plumbing as required.

Perform electrical work such as wiring and rewiring; replace switches, ballast and receptacles as required. Prepare simple activity and related reports; maintain inventory and work records as required. Requisition supplies and materials. Perform general janitorial duties as needed. Perform other facility maintenance duties as assigned.

QUALIFICATIONS

Facility Maintenance Worker I:

Knowledge of:

General knowledge of the techniques, tools and materials used in performing basic plumbing, carpentry and/or electrical repairs and custodial tasks. Correct and safe usage of tools and equipment. Safe work practices.

Skill to:

Learn to perform a variety of unskilled and semi-skilled tasks in a variety of maintenance and repair activities, including heavy physical labor. Safely operate a variety of hand and power tools needed to make minor repairs. Understand and carry out both oral and written directions.

Ability to:

Perform minor carpentry, painting and construction work. Work from high places and ladders. Perform computer data entry. Communicate effectively with others. Establish and maintain effective work relationships with those contracted in the performance of required duties.

Minimum Education and Experience:

Education:

High School Diploma or equivalent.

Experience:

Six months of work experience in carpentry, electrical and maintenance work is desirable.

License and Certificate:

Required upon hire, possession of a valid California Driver's License.

Facility Maintenance Worker II:

In addition to the qualifications for Facility Maintenance Worker I:

Knowledge of:

Knowledge of materials, methods, tools and equipment used in building maintenance and repair work. Preventative maintenance and inspection methods. Hazards associated with the work and proper safety precautions. Recordkeeping practices.

Skill to:

Perform semi-skilled tasks in a variety of light construction and maintenance activities. Work effectively in the absence of supervision. Assist in the training and technical supervision of others and in the safe operation of equipment.

Ability to:

Diagnose problems and make minor repairs as needed. Independently perform a variety of semi-skilled repair and maintenance. Work from sketches, diagrams and blueprints. Diagnose malfunctions and recommend effective course of action. Keep simple records and prepare routine reports.

Minimum Education and Experience:

Experience:

One year of experience performing duties comparable to those of a Facility Maintenance Worker I.

Council Action: June 20, 2006