

CLASS SPECIFICATION
Facilities Maintenance Worker

GENERAL PURPOSE

Under general supervision, performs routine semi-skilled work in the construction, maintenance and repair of City-owned buildings and facilities; operates a variety of vehicles and hand and power tools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Facilities Maintenance Worker is the entry level class in the facilities maintenance class series. Incumbents perform a variety of duties in the maintenance and repair of City buildings and facilities.

Facilities Maintenance Worker is distinguished from Lead Facilities Maintenance Worker in that an incumbent in the latter class is responsible for providing lead work direction and participating in the work of staff engaged in the construction, maintenance and repair of City-owned buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs a variety of routine semi-skilled duties in construction, maintenance and repair of the City's buildings and facilities; conducts regular inspections of City buildings and facilities to determine needed maintenance and repairs; completes facility maintenance work requests as assigned, and documents the type of work performed, materials used and time involved.
2. Performs building trades construction, maintenance and repair work; reads and draws sketches of new carpentry projects or additions; installs and repairs drywall; secures and boards up windows and doors; paints, stains and textures walls, fences, furniture, ceilings and metal surfaces; removes graffiti; replaces and seals glass panes; installs miniblinds or other window treatments; makes repairs to roofing, drains and gutters; pours concrete for securing equipment, fence posts and general repairs; lays and repairs flooring, carpet, laminate and tile; sets up and breaks down metal scaffolding.
3. Participates in the installation, troubleshooting and repair of electrical and electronic systems, machinery, appliances, motors, devices, controls and related systems; installs and tests circuits; connects emergency generators to transfer switches; connects electrical wire harnesses to modular furniture; tests security alarms and panels; sets up computer peripherals.
4. Troubleshoots and or assists in repairing of heating, ventilation and air conditioning systems.
5. Installs new plumbing fixtures and piping and repairs a variety of plumbing fixtures and equipment.

6. Installs and repairs furniture; assembles and reconfigures modular furniture and panel systems; installs ergonomic equipment on desks and work surfaces; delivers, picks up and stores furniture.
7. Performs locksmithing duties; performs minor repairs on doors, gates and moveable walls; re-keys locks on doors and equipment; installs new doors, door closers and door hardware; troubleshoots and fixes electrified door locks and cardreaders.
8. Repairs and fabricates metal equipment and materials; solders copper wiring and wire components; cuts and trims metal materials using oxyacetylene torches, plasma arc machines and sawing equipment.
9. Performs emergency and routine cleanups in public restrooms and other areas; performs inspections to ensure proper sanitation in restrooms, showers and locker rooms; inspects work done by janitorial services contractors to ensure work is performed satisfactorily; maintains stock of janitorial supplies; cleans refrigerators, bottled water dispensers and other equipment; sanitizes drains; recycles paper, cans, bottles and toner cartridges according to City policy; performs hazardous materials and other cleanups involving biological and blood-borne pathogens.
10. Responds to complaints or inquiries by phone, email or in person.

OTHER DUTIES

1. Operates vehicles to travel to various City sites.
2. Participates in rotational on-call duties and respond to after hour emergency situations.
3. Maintains adequate stock of spare parts and supplies; purchases supplies and parts as needed.
4. Performs meeting setups.
5. Hangs pictures, maps, plaques and banners.
6. Pulls building permits as required.
7. Maintains City flagpoles and flags; hangs banners on buildings and grounds as required.

QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools and material used in the building trades, including carpentry, painting, electrical, HVAC and plumbing.
2. Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
3. Safe work methods and safety regulations pertaining to the work.

Ability to:

1. Operate and maintain a variety of hand and power tools and equipment common to building and facilities construction and maintenance trades.
2. Understand and follow oral and written instructions.
3. Perform heavy physical labor.
4. Use appropriate safe-work practices and equipment.
5. Keep basic written records of work performed.
6. Exercise independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with City management, staff, co-workers, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from graduation from high school, or G.E.D. equivalent; and a minimum of two years of experience in the use of hand and power tools, equipment and machinery associated with the construction, mechanical, electrical or building trades; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems;

use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.