

**BUILDING TRADES WORKER**

Salary Range: 25 (Public Service Employees)

**DEFINITION**

Under general supervision, performs a wide variety of complex and technical building maintenance, repair and installation tasks involving carpentry, plumbing, and electrical trades to improve, maintain and renovate City buildings and facilities; provides complex technical support to the Facilities Maintenance Division; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey-level class in the building maintenance series that is specialized in one or more building trades, including carpentry, plumbing, electrical and/or mechanical work. Incumbents are responsible for performing maintenance and alterations on City buildings and facilities, HVAC and other electrical and mechanical systems; identifying and evaluating construction-related problems; and performing installation and repairs on plumbing systems. This class is distinguished from other classes in the building maintenance series in that it performs complex, technical building trades work and may be responsible for providing technical and functional direction to lower-level staff. This class is further distinguished from the Facilities Maintenance Supervisor in that the latter is a second supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the Facilities Maintenance Division.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facilities Maintenance Supervisor or his/her designee. May exercise technical and functional direction over assigned staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Performs maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; builds and repairs cabinets and counters; installs and repairs stairs; builds storage units; installs and repairs ceiling tiles, floor tiles, linoleum and/or carpet; hangs doors; repairs and replaces sheet rock; repairs and patches roofs, paints and/or stains as necessary; and performs other related tasks.
- Performs maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures; troubleshoots, repairs, and runs circuits; identifies circuits and calculates circuit loads; tests voltages, ohms, grounds, neutral and common wires; runs conduit; wires electrical circuits; writes specifications and standards for contracted work.
- Performs periodic maintenance to HVAC systems; identifies problems and performs minor repairs; troubleshoots and evaluates HVAC units for parts or unit replacement.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, cleans

grease traps, and flushes sewer lines; installs, maintains and repairs drains, water lines, hot water heaters and garbage disposals.

- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms and pours concrete for small jobs such as walkways or slab repair.
- Assists in a variety of carpentry and building tasks for City facilities; reads blueprints; creates specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial work in consultation with Facilities Maintenance Supervisor; communicates status of projects to appropriate personnel in other City departments and divisions as necessary.
- Inspects structures; recommends special work required or necessary facility maintenance; obtains estimates for required services and materials as directed; assists Facilities Maintenance Supervisor in evaluating vendors.
- Maintains aquatics facilities and City pools; identifies chemicals necessary to ensure proper chlorination and circulation of the pools.
- Trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.
- Assists in preparation of division budget; projects future needs; obtains cost estimates, submits justifications.
- Responds to emergency situations as necessary.
- May perform custodial duties involving the care, maintenance and cleaning of City buildings and related facilities.
- Performs other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, painting, masonry mechanical and electrical work
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Shop arithmetic
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals
- Safe driving rules and practices
- Basic record keeping principles and procedures
- Basic computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

**Ability to:**

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of City buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Practice safe work habits; train others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on City approved projects.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in building construction, maintenance, or a related field, and four (4) years of journey level work in one or more of the building trades.

**GENERAL QUALIFICATIONS:**

**License Requirements:**

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Backflow Prevention Assembly Testers Certificate from either the American Water Works Association (AWWA), or the American Backflow Prevention

Association (ABPA), or the Northern California Backflow Prevention Association (NCBPA), or equivalent is required within twelve (12) months of appointment.

**Physical Requirements:**

Mobility to work in the field, parks, recreational fields and related landscapes; strength, stamina and mobility to perform physical work, operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to identify various irrigation equipment and appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at construction site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment. Ability to safely operate a vehicle and working in exposure to various weather conditions.

FLSA: Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.