

BUILDING MAINTENANCE WORKER

Salary Range: 17 (Public Service Employees)

DEFINITION

Under general supervision, performs a variety of custodial and building maintenance and repair work; provides maintenance support to the Facilities Division; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the building maintenance series that performs the full range of duties required to ensure that City buildings provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of buildings or equipment, including maintaining, replacing, and repairing basic plumbing and electrical systems and fixtures, and assisting in custodial duties as necessary. This class is distinguished from the Building Trades Worker in that the latter is an advanced journey-level class that is specialized in one or more building trades, including carpentry, plumbing, electrical and/or mechanical work.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Building Maintenance Supervisor, and provide training and/or technical and functional direction to assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Sweeps, mops, waxes, buffs, and polishes floors; cleans carpets and repairs carpet damage; dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows and walls; empties and cleans waste receptacles; cleans and maintains supplies in restrooms.
- Performs minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors or minor painting.
- Unlocks and locks entrances to buildings; inspects buildings for safety hazards.
- Operates a variety of electrical cleaning equipment; maintains and orders custodial equipment and supplies.
- Performs various tasks in moving or rearranging furniture, desks and other equipment; sets up rooms and other City facilities for meetings and special events.
- Maintains proper standards of cleanliness in assigned areas.
- Maintains, repairs, and replaces plumbing systems and fixtures such as faucets, drinking fountains, water heaters, water closet, urinals, water regulators and pressure valves.
- Maintains, repairs, and replaces electrical systems including light switches, motors, wall receptacles and conduits; replaces light bulbs and time clocks.
- Provides periodic maintenance to air conditioning and heating units; repairs and replaces parts as necessary.

- Performs basic repairs to buildings, including plaster patch, painting, masonry, and replacing glass.
- Operates a variety of hand and power tools and equipment pertinent to the maintenance of area assigned; makes minor adjustments on service equipment; maintains tools and equipment in working order.
- Orders supplies and materials as needed and as directed.
- Submits and fills work orders.
- Maintains records of work performed.
- Assists in setting up special events.
- Assists in performing custodial duties as necessary.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, cleaning and repairing buildings, office space, and meeting rooms
- Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, playground equipment regulations and repair, and pool operation and repair, as applicable
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment
- Shop arithmetic
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals
- Safe driving rules and practices
- 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 maintenance, repair and custodial work in the area of work assigned
- Troubleshoot maintenance problems and determine materials and supplies required for repair
- Work from sketches, blueprints, or drawings
- Work cooperatively in a team environment
- Make accurate arithmetic calculations
- Maintain accurate logs, records and basic written records of work performed
- Skillfully and safely use and operate hand tools, mechanical equipment, power tools, and a variety of custodial equipment required for the work
- Perform routine equipment maintenance

- Follow division policies and procedures related to assigned duties
- Understand and follow oral and written instructions
- 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
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

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

Equivalent to the completion of the twelfth (12th) grade, and one (1) year of experience performing duties similar to a Custodian or a Building Maintenance Worker with the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C driver's license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Must possess mobility to work in various City buildings and facilities; strength, stamina, and mobility to perform medium to heavy physical work, operate varied hand and power tools and custodial equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment; ability to 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.

Working Conditions:

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents in this class may be required to work various shifts on evenings, weekends, and holidays.

Adopted: July, 2007

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FLSA: NE

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.