



SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

Under general supervision, provides lead direction to assigned building maintenance staff and contractors; performs routine to complex building and equipment maintenance and repair work; to enforce applicable safety standards and regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction and training over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level, lead class in the building maintenance series that performs the most complex duties required to ensure that the City's buildings and facilities are in optimal condition and provide the highest level of safety for public and staff use, performs contract administration and inspections, and/or provides lead direction to staff. 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.

Positions are normally assigned to the Parks and Recreation Department and the Public Works Department.

This class is distinguished from Building Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in building maintenance operations.

ESSENTIAL DUTIES

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

- Performs routine to complex maintenance and repairs for buildings, facilities, and equipment, including maintaining, replacing, and repairing basic plumbing and electrical systems and fixtures, as well as performing custodial duties as necessary.
- Provides technical and functional direction to assigned building maintenance staff and contractors ; reviews and controls quality of work; and may assists in completing employee evaluations.
- Plans, schedules, prioritizes and assigns building maintenance, repair and custodial work in consultation with the assigned Supervisor; communicates status of repairs to appropriate

personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities.

- Trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Works effectively with contractors on City approved projects; seeks bids and estimates for proposed projects.
- Performs daily inspection and preventative maintenance of buildings, facilities, and fountains; identifies safety hazards; and keeps abreast of the techniques required to properly service and inspect contracts.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- May provides technical review of buildings and facility maintenance contracts to verify completeness, accuracy, and compliance with City policies.
- Oversees and participates in the cleaning and maintenance of buildings and facilities.
- Operates a variety of equipment and tools used in cleaning and maintenance of buildings.
- Maintains logs of daily activities.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Coordinates with other City department and outside agencies
- May response to building emergencies and assist with day-to-day facility rental operations. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, cleaning and repairing buildings equipment, 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, HVAC and electrical motor repair and troubleshooting, playground equipment regulations and repair, and pool/fountain operation and repair, as applicable.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices of effective customer service
- Basic arithmetic.
- Safe work methods and safety practices pertaining to the work.
- 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 complex building and facility maintenance duties
- Planning, scheduling, assigning, and overseeing activities of an efficient building and facility maintenance program.
- Understand, interpret, and assist in writing specifications for service contracts
- Analyze plans, specifications, and maps
- Performing maintenance, repair and custodial work in the area of work assigned.
- Skillfully and safely using and operating hand tools, mechanical equipment, power tools, and a variety of custodial equipment required for the work.
- Identifying and implementing effective course of action to complete assigned work.
- Inspecting the work of others and maintaining established quality control standards.
- Training others in proper and safe work procedures.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Following division policies and procedures related to assigned duties.
- Working with contractors on City approved projects.

- Maintaining records and preparing work and time reports in building and facility maintenance areas.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to the completion of the twelfth (12th) grade;

AND

Four (4) years of building maintenance experience.

Licenses and Certifications

- 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.

PHYSICAL DEMANDS

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; and hearing and speech to communicate in person and over the telephone or radio. 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, sometimes at elevated heights. It also requires the ability to lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL 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, confining workspace, 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.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of the position as not all duties are necessarily performed by each incumbent.

Adopted	August 2007
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FLSA	Non-Exempt
Salary Schedule	Public Service Employees/Range 22