

FACILITIES MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a wide variety of building maintenance, repair and custodial duties related to the care, routine maintenance, and cleaning of the Community Center; performs skilled and unskilled tasks including basic carpentry, plumbing, mechanical, and electrical tasks to improve, maintain and renovate the Community Center; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Parks, Trails and Recreation Director. Exercises no supervision of staff. May exercise direction of contract workers, as needed.

CLASS CHARACTERISTICS

Incumbents perform the full range of duties required to ensure that departmental buildings and facilities provide the highest level of safety for public and staff use. Incumbents are responsible for performing semi-skilled to skilled maintenance work, including basic carpentry, plumbing, mechanical, electrical and/or custodial work. This class is distinguished from the Parks Maintenance Specialist in that the latter performs and provides supervision and direction to interns, while the duties of this class are of a more general nature and related to the custodial function, requiring only basic knowledge of the more skilled trade work activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs custodial duties involving the care, maintenance and cleaning of departmental buildings and related facilities.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, and buffs floors and vacuums and spot cleans carpets.
- Dusts and polishes furniture, woodwork, fixtures and equipment.
- Washes windows, mirrors and walls.
- Cleans furniture and counter tops.
- Empties, cleans and sanitizes waste receptacles.
- Performs limited electrical maintenance duties including changing light bulbs, exchanging ballasts and sockets.
- Performs basic maintenance and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, and replaces faucets and valves.

- Performs basic carpentry tasks including building shelves, desks and cabinets; paints and/or stains as necessary; and performs other related tasks.
- Inspects structures; recommends special work required or necessary facility maintenance; assists Director in evaluating vendors/ outside contractors, to perform special maintenance projects.
- Obtain bids for non-capital contract maintenance services and products.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
- Secures buildings after completion of work; reports unauthorized persons and other security problems.
- Sets up rooms and equipment for classes, conferences meetings, and other functions; moves and arranges furniture.
- May provide direction and oversight of contract employees to ensure that work methods, use of tools and equipment, and relevant safety precautions are followed.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Practices, methods, equipment, tools and materials used in maintaining and repairing buildings and facilities, including knowledge of basic carpentry, plumbing, painting, electrical and mechanical 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 tasks in the maintenance and repair of assigned buildings and facilities.
- Safely operate a variety of power and hand tools used in custodial, carpentry, painting, and plumbing work.
- Clean and care for assigned areas and equipment.
- Work independently in the absence of supervision.
- Travel to different sites and locations.
- 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.

Education and Experience:

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 (12th) grade and one (1) year of experience in janitorial or custodial work.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are 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

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends, as needed.