

BUILDING MAINTENANCE WORKER I/II

Class Definition

Under general supervision, to perform a variety of skilled and semi-skilled work in the repair, maintenance and remodeling of buildings, furnishings and equipment; may act as lead worker over one or more custodians.

Distinguishing Characteristics

The I level is the entry level and incumbents are expected to advance to the II level after they have acquired familiarity with City facilities and equipment and have demonstrated a satisfactory ability to act independently with little supervision and provide leadership as needed. Duties involve a variety of tasks in the maintenance and repair of buildings, furnishings and equipment.

Typical Tasks

Performs skilled and semi-skilled maintenance and repair of municipal buildings, furniture, equipment and heating, plumbing, and electrical systems.

Performs rough carpentry work including hanging doors, repairing windows, furniture, roofs, walls, and ceilings.

Replaces linoleum, acoustical and floor tile.

Performs minor electrical work such as replacing switches, sockets, cords, wall plugs, bulbs, lamps, and fuses.

Repairs or replaces broken or leaky faucets, pipes, toilets, sinks, and drains.

Operates and makes minor repairs to air handling units, electronic and motorized doors, boilers, pumps, and fans.

Performs routine preventive maintenance on mechanical, air conditioning, and heating equipment such as greasing, oiling, and replacing worn or defective parts.

Paints walls, ceilings, and trim work using roll, brush, or spray.

Acts as lead worker over one or more custodians.

Assumes responsibility of the supervisor in his/her absence.

Maintains records of maintenance and repairs of City facilities and buildings.

Performs related work as required.

Knowledge, Abilities and Skills

Knowledge of methods and procedures used in building repair and maintenance.

Knowledge of building maintenance tools, materials, and equipment.

Knowledge of general carpentry, electrical, masonry, painting, plumbing, and other associated maintenance trades.

Knowledge of occupational hazards and safety precautions of the building maintenance trade.

Ability to use and care for standard carpentry, electrical, masonry, painting, and plumbing tools and equipment.

Ability to understand and follow oral and written instructions.

Ability to understand and work from simple sketches, diagrams, drawings, and blueprints.

Ability to provide guidance and training to subordinates.

Ability to detect defects in building maintenance machinery and equipment.

Ability to safely operate building maintenance machinery, tools, and equipment.

Ability to establish and maintain effective work relationships with other employees and the general public.

Minimum Requirements

Sufficient education, training, and experience to demonstrate the above knowledge, abilities, and skills. These skills, abilities, and knowledge would normally be acquired by completion of the requirements for graduation from high school and four years experience in building maintenance or the equivalent.

Necessary Special Requirement

Possession of a valid Class 3 California driver's license.

APPROVED *Lucretia D. ...* DATE 5/11/89  
Chairman, Personnel Board

CF/nnP2y  
5/9/89