

## **SKILLED MAINTENANCE WORKER – BUILDING AND FACILITIES**

### **Definition:**

Under general supervision, performs both skilled and general duties involving one or more specialized skills in the building trades to include carpentry, plumbing and electrical work, maintains and repairs a variety of City buildings and facilities and performs related work as required.

### **Essential Duties and Responsibilities:**

The essential duties and responsibilities of the class include the following:

- Operates a wide variety of hand and power tools and specialized equipment.

- Performs skilled electrical maintenance work in the repair, installation and alteration of electrical equipment and wiring systems.

- Performs skilled carpentry work in the repair, installation, alteration and construction of wooden items and structures.

- Performs skilled painting work in protecting, covering and beautifying the surfaces of buildings, furniture and equipment.

- Performs skilled mechanical maintenance work in the repair, installation and alteration of equipment and facilities.

- Performs skilled plumbing maintenance work in the repair, installation and alteration of sprinkler systems, water lines, sewers and similar facilities and equipment.

- Performs both skilled and routine tasks related to a variety of building and equipment maintenance needs.

- Cleans and maintains tools, brushes and equipment.

- Lifts and/or moves heavy objects.

- Maintains records, completes reports and reviews time cards.

- Trains employees as assigned.

- Drives a vehicle on City business.

- May direct the work of a small construction or project crew.

**Other Duties and Responsibilities:**

Performs other tasks/projects as assigned.

May perform pool maintenance duties and assist with hazardous waste clean up and disposal.

May operate a computer and use applicable software.

**Class Characteristics:**

The class of Skilled Maintenance Worker – Building and Facilities is a multi-incumbent class within the Maintenance Services Department. Incumbents perform a variety of skilled and specialized tasks. The class is distinguished from the class of Senior Maintenance Worker by the performance of skilled and technical duties involving the exercise of a substantial degree of responsibility and independent judgment. Skilled Maintenance Workers – Building and Facilities perform their duties with a minimum of direction/supervision, are expected to solve work related problems independently and may act as a crew leader/trainer.

**Contacts and Relationships:**

Skilled Maintenance Workers – Building and Facilities have the majority of their interaction within the Maintenance Services Department, although contact with other City employees and the public will occur during the course of certain work assignments.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Safety precautions and practices necessary when working with hand, power and specialized equipment applicable to the area assigned.

Materials, tools and methods used in the repair of buildings and related equipment.

**Ability to:**

Perform one or more specialized tasks within the building trades.

Operate job related equipment and lift and move heavy objects safely.

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Skilled Maintenance Worker – Building and Facilities

Read and write at the level required for successful job performance.

Learn to use a computer and applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

Exercise independent judgment.

Direct a small crew as needed and train other Maintenance Services staff.

Write basic reports, record data and transfer data from one form to another.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:** Graduation from high school

**AND**

**Experience:** Two years of increasingly responsible experience performing one or more specialized duties within the building trades.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. A Skilled Maintenance Worker – Building and Facilities drives a vehicle on City business. Incumbents perform physical labor for extended periods of time requiring physical strength and endurance and use a variety of hand and power tools. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Special Requirements:**

Valid and appropriate California Driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**Fair Labor Standards Act Designation:** Non-exempt.

Skilled Maintenance Worker – Building and Facilities