

City of Suisun City is an equal opportunity employer



*Suisun City, California*



## **BUILDING MAINTENANCE WORKER I/II**

**\$24.21– \$32.37 per hour DOQ**

*Apply by: Friday, August 16, 2024*

**Oral Board Interviews will be held on Tuesday, August 20, 2024**

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### **THE POSITION**

Under supervision, performs general janitorial and maintenance duties related to the cleaning and upkeep of assigned buildings and facilities; sets up and removes tables, chairs and equipment for meetings; and performs a variety of tasks relative to an assigned area of responsibility. Building Maintenance Worker I is the entry-level performing the more routine and less complex building maintenance assignments. Building Maintenance Worker II is the full journey level performing the full range of building maintenance duties including semi-skilled maintenance tasks.

### **IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs general janitorial duties in cleaning and maintaining assigned area; cleans, sanitizes, and maintains assigned buildings, offices, and restroom facilities.
- Performs grounds maintenance duties including watering lawns and plants, grass cutting and edging, weeding, and minor bush and tree trimming.
- Sweeps, mops, strips, waxes and buff floors; vacuums rugs and carpets; operates equipment such as floor buffers and vacuum cleaners.
- Cleans, dusts, and polishes walls, furniture, woodwork, counters and office equipment.
- Cleans and disinfects restrooms; refills soap, paper, and other sanitary dispensers; cleans and polishes metal work such as door panels and hand railings.
- Washes and cleans windows and glass doors; empties and cleans waste containers; picks up and empties trash on facility grounds.
- Moves, rearranges, and sets up furniture and equipment for meetings and other events; cleans light fixtures and replaces light bulbs and tubes.
- Performs minor maintenance and repair work including plumbing, painting, carpentry, and basic electrical work; may assist with major maintenance work as assigned.
- Operates, maintains, and repairs floor cleaning and polishing machines; purchases janitorial and other supplies; maintains supplies in a safe manner.
- Locks and unlocks doors and gates to ensure security of buildings and related areas; sets alarms as necessary.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **BUILDING MAINTENANCE WORKER I**

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance (generally a High School Diploma, GED or equivalent satisfies this requirement).
- Two years of janitorial or building maintenance and repair experience.

## **Building Maintenance Worker II**

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance (generally a High School Diploma, GED or equivalent satisfies this requirement).
- Three years of janitorial or building maintenance and repair experience comparable to that of a Building Maintenance Worker I with the City of Suisun City.

### **LICENSE OR CERTIFICATE**

- Possession of a valid California class C driver's license

**KNOWLEDGE AND ABILITY REQUIREMENTS:** The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Please review the class spec for the complete list of required knowledge and abilities.

- **KNOWLEDGE:** Methods, materials and equipment used in janitorial and general building maintenance work. Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures. Operational characteristics of cleaning equipment and materials. Proper methods of storing equipment, materials and supplies. Methods and techniques of performing minor facility maintenance repair. Safe use of cleaning chemicals and standard safety practices. Occupational hazards and standard safety practices.
- **ABILITIES:** Perform all types of janitorial and routine building maintenance tasks. Operate a variety of equipment in a safe and effective manner. Use a variety of janitorial equipment, supplies and materials. Safely and effectively use and apply cleaning materials and equipment. Perform minor maintenance and repair work on buildings and equipment. Work independently in the absence of supervision. Understand and follow both oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** Employees in this position perform physically demanding labor indoors and outdoors on a year-round basis. The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **BENEFITS:**

- **Medical Insurance** - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- **Retirement** - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- **Longevity** - 2% at 5 years, 2% at 10 years, 2% at 15 years (total of 6%).
- **Life Insurance** - Fully City-paid life insurance of \$200,000 for employee only.
- **Deferred Compensation Plan** - City contributes match up to \$100 per pay period up to \$2600 per fiscal year into Deferred Compensation Plan.
- **Tuition Reimbursement** - Up to \$1000 per fiscal year.
- **Paid Leave** - 96 hours of sick leave, 14 paid holidays per year plus a birthday holiday to be taken within 30 days of birthday, and 80 hours paid vacation per year for the first five years of service, increasing over time.
- **Uniform Allowance** - Boot Allowance of \$250 per year.

**APPLICATION/SELECTION PROCEDURE:** The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to match the requirements of the position most closely. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Opened 8/12/2024