



## FACILITIES MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

The Facilities Worker works under close supervision. Performs skilled work in several trades in the maintenance and repair of city owned buildings.

### DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned a variety of tasks in the building trades. The work requires the use of journey worker's tools and the ability to perform operations in several of the crafts. Must be skilled in at least one journey level trade.

### ESSENTIAL DUTIES

Responsibilities include a variety of skilled work in HVAC (changing filters, changing belts, temperature readings); Carpentry (constructing shelves, hanging a door, roughing in a new wall); Plumbing (rebuilding or replacing stems, repairing mixing valves, using a power auger to clear a drain line); Electrical (replacing a switch and/or receptacle, changing out a ballast, replacing light bulbs); Painting (replacing a section of drywall, patching a hole, taping, priming, matching texture work, finish work); roof repair, small appliance repair and lighting maintenance activities.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** Methods, materials, tools and equipment used in facility maintenance and construction trades. Some knowledge with building codes, safe-work procedures, Lock-out/Tag-out procedures. Familiarity with troubleshooting methods used in the various journey-level trades.

**Ability to:** Work efficiently with others, use and maintain power and hand tools used in the building trades (such as table saw, circular saw, tube cutters, hand drills, tin snips, etc). Perform skilled maintenance and repair work, read and understand blueprints, use electrical testing equipment as required and maintain work records. Operate computer keyboard using word-processing is required. Operation of spreadsheet software is highly desirable.

**Skills:** Safely and efficiently operate a variety of power tools, electrical testing equipment. Work safely within areas of high voltage electricity and demonstrate safe work practices.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Licenses:**

Possession of a Class C driver's license issued by DMV. Possession of a Journeyman's card in one of the trades is desirable.

**Education and Experience**

Requires training equivalent to the completion of 12<sup>th</sup> grade, supplemented by technical trade school or apprenticeship training in one of the recognized trades and three years experience in facility maintenance.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability to perform manual labor including bending, crouching, stooping, squatting, standing, and walking for long periods of time; wear a half-mask cartridge respiratory when necessary; climb into confined spaces; climb ladders; lift up to 50 pounds, twist body; remain calm in emergencies situations. Work weekends and evenings as scheduled, or as emergencies arise. Read and understand English; including the ability to communicate with end users and answer questions; establish and maintain cooperative working relationships with those contacted in the course of work; and sufficient vision, hearing, and stamina to perform the above duties. Willing to attend some classes and/or specialized training on own time.

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