



FACILITIES MAINTENANCE WORKER

Classification 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.

FLSA STATUS: Non-Exempt

DEFINITION:

Under general supervision, performs skilled and semi-skilled work including carpentry, masonry, painting, and plumbing installation, maintenance, repair, and modification work at Authority facilities and properties; cleans spills in facilities and maintains safety and emergency supplies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Facilities and Safety Manager. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS:

This journey-level classification is responsible for independently performing routine and semi-skilled maintenance and repair work. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Senior Facilities Maintenance Worker in that the latter performs the more complex work assigned to the series requiring thorough knowledge of the assigned program, its procedures, and operational details.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Performs preventative maintenance and repair of Authority and leased properties; responds to work order requests and keeps reports and records of completed job; conducts daily mail runs for Authority staff.
- Performs skilled and semi-skilled labor related to the maintenance, repair, and modification of buildings and facilities; performs minor carpentry, electrical, masonry, and plumbing work.
- Performs routine painting of interior and exterior surfaces; moves and secures furniture, wall fixtures, equipment, and a variety of floor coverings; determines supplies needs and prepares orders for supplies and materials.
- Ensures cleanliness of the Authority's interior and exterior premises, cleans windows, cleans, and sanitizes spills and debris.

- Modifies and repairs plumbing fixtures, including toilets, sinks, or related elements.
- Maintains and restocks emergency and sanitation supplies including water, food supplies, batteries, radios, and other related items.
- Completes and maintains safety checklists and safety reports; checks emergency lights, smoke detectors, fire extinguishers, and other items on the checklist; responds to alarm detection and security breach warnings in buildings.
- Uses and maintains a wide variety of hand, power, and shop tools as well as test equipment related to the work.
- Monitors access to storage facilities and ensures security and order of storage units; Responds to alarm detection and security breach warnings in buildings; maintains physical possession of agency keys, changes locks, and has keys made when needed.
- Observes and complies with all Authority and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education and Experience

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized working experience in building trades or training in construction management, facilities planning, construction technology, or a related field.

Experience:

- Two (2) years of experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Knowledge of:

- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Codes pertinent to the repair of building facilities and related equipment.
- Basic techniques of receiving, storing, and issuing supplies and materials.
- Authority and mandated safety rules, regulations, and protocols
- Cleaning materials and equipment.
- Safety regulations related to construction, maintenance and repair work.
- Safety and health practices relating to sanitization in the workplace.
- Techniques for providing a high level of customer service, interacting and effectively dealing with the public, service providers, and Authority staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of building maintenance and repair work.
- Operate and maintain specialized tools and equipment of the carpentry, plumbing, and electrical trades.
- Maintain accurate records, files, and reports.
- Make basic arithmetical computations.
- Safely operate related construction maintenance tools and equipment.
- Understand and follow verbal and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS (ADA):

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various sites throughout the Tri-Cities; vision to potential hazards. The job involves frequent walking, and possible exposure to hazardous materials in some locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and may be exposed to blood and bodily fluids, and other hazardous physical substances and fumes. Employees interact with clients with behavioral disorders who may display erratic and assaultive behavior, including those who require emergency crisis intervention. Employees may also interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

In accordance with California Government Code Section 3100, Tri-City Mental Health Center employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.