



Classification description

FACILITY MAINTENANCE SPECIALIST

Part-Time Position (20 Hours per Week)

Definition

Under the general direction of the District Manager, performs facility maintenance and safety evaluations on the District's buildings and surrounding grounds and performs related work and supportive services as required. This position serves as the facility manager for District buildings, coordinating professional repair, maintenance, and housekeeping services, managing security access systems, and ensuring facilities comply with regulatory standards and codes.

Qualifications

- Minimum education equivalent to or graduation from high school.
- Minimum of one (1) year experience in facility maintenance and safety programs.
- Ability to communicate with the public clearly, courteously, and professionally.
- Valid California Drivers License and satisfactory driving record insurable under the Vector Control Joint Powers Agency (VCJPA) guidance.
- Proven experience in building maintenance or a related field.
- Knowledge of HVAC, plumbing, electrical, and mechanical systems.
- Proficiency in the use of hand and power tools.
- Ability to troubleshoot and resolve maintenance issues efficiently.
- Excellent organizational and time management skills.

Overview of Responsibilities

This role will focus on maintaining the District's buildings and surrounding grounds, supporting employees regarding facility-related issues, and ensuring a safe, compliant, and comfortable working environment.

The Facility Maintenance Specialists will also focus on the District Safety Program, Pesticide Storage Facility, and Equipment Inventories.

Duties and Functions

Building Maintenance and Repair

Verify, coordinate, and retain external service providers for specialized building repairs and ensure compliance with all safety and regulatory standards.

General Maintenance:

- Perform routine inspections and maintenance of buildings, including plumbing, electrical, HVAC, and structural systems.
- Respond to maintenance requests and repair needs promptly and efficiently.
- Conduct preventative maintenance to ensure the longevity and efficiency of building systems.
- Coordinate maintenance and repair of all District buildings.
 - Coordinate RFPs drafted for building maintenance and repair.
 - Investigate contractors for completion of the RFP.
 - Review contractor proposals.
 - Coordinate with the selected contractor the work to be completed.
 - Coordinate the permitting process with the city or county building departments.
 - Verify work was completed.
- Perform basic facility maintenance and repairs.
 - Identify and correct building and equipment problems by performing carpentry, electrical, plumbing, and painting to maintain buildings and equipment in safe condition, prevent degradation of District property and systems, and prevent failures that would cause a reduction in service.
 - Replace or update inoperable or old building materials and appliances to provide employees with a safe, comfortable working environment.
- Communicate orally and in writing to notify District Management of the building and equipment's conditions and schedule repair dates using a computer and telephone.
- Obtain telephone/written estimates and quotes of materials and equipment needed for repairs and completing job tasks using various forms.
- Recommend building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes, and providing the District Management with a report of alternatives to meet current building codes.
- Oversee vendors and contractors to ensure that work is correctly performed and completed promptly, that the correct materials are utilized, and that procedures meet state requirements by reviewing plans and specialized drawings and using work orders, estimates, and visual inspection.

Property Management:

- Maintain the cleanliness and functionality of common areas, offices, and grounds.
- Perform minor landscaping.
- Ensure all safety systems, including fire alarms and sprinklers, are fully operational.
- Assist with communication infrastructure inspections of Burlingame properties and coordination of repairs to those communication systems.
- Assist with the weekly contracted landscaping maintenance of the Burlingame properties and coordination of any repairs to those irrigation systems and/or plant replacements.
- Inspect (quarterly) the Hotsy power washer and water treatment facility equipment.

Inventory and Supplies:

- Manage inventory of maintenance supplies and order materials as needed.
- Keep detailed records of all maintenance activities, including maintenance service logs and building inspection reports.
- Order and stock building supplies, materials, and parts to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses by contacting vendors and ordering from catalogs.

Employee Support:

- Provide support to employees regarding facility-related issues, ensuring a safe and comfortable working environment.
- Train staff in the proper use and care of equipment and facilities.

Compliance:

- Ensure compliance with all local, state, and federal regulations related to building maintenance.
- Stay updated on industry best practices and recommend improvements to existing maintenance protocols.

Vehicle Maintenance and Repair

May be required to assist the mechanic with vehicle maintenance

District Safety Program

- Member of the District Safety Program.
- Assist with providing staff training in the safe use of facility equipment and basic guidelines for proper hygiene and safety.
- When directed, conduct safety inspections of the two Burlingame facilities, equipment, vehicles, and grounds.
- Assist with purchasing safety equipment.
- Assist the contractor in performing the quarterly safety inspection of the facility sprinkler and alarm systems.
- Verify all SDS Safety Binders are updated annually.
- Perform a monthly inspection of all facility fire extinguishers and eyewash stations.
- Inspect air compressors monthly, ensuring they are compliant with safety requirements.

Pesticide Storage Facility

- Maintain the BVA Tank plumbing and operation.
- Verify all pesticides are properly stored within the Pesticide Storage Facility.
- Assist with the transportation to the recycling or refuge sites of all waste pesticide containers.

Equipment Inventory, Repair, and Disposal

- Assist with the disposal of District equipment.
- Perform (annually) an equipment inventory.
- Assist with the repair of District pesticide dispersal equipment and gas-powered hand tools.
- Assist with repairs to operational and laboratory field equipment as necessary.

Vector Control Technician Support

Assist in conducting control operations for mosquitoes and other vectors by supporting the staff as needed under the supervision of a certified Vector Control Technician.

Environmental Demands

- Outside:** Works outside in various weather conditions, ranging from Coastal winter conditions to +100F.
- Inside:** Works inside the shop facility in a partially temperature-controlled environment. Regularly exposed to moving mechanical parts. The employee is frequently exposed to the risk of electrical shock.
- Fumes/gases:** Exposure to various auto shop fumes, pesticides, traffic congestion, pesticide dispersal equipment, small motors, and chemicals used in museum curation procedures, colognes, and perfumes. Regularly exposed to airborne particles and toxic or caustic chemicals.
- Noise:** Shop, pesticide application equipment, laboratory and office machines, and cleaning equipment. The noise level is usually loud, and most equipment causes vibrations.

Mental Demand

- Reading:** Reads letters, reports, memos, and messages, operating manuals for pesticide dispersal equipment, material safety data sheets, equipment repair manuals, and pesticide labels written in English.
- Writing:** Writes reports, memos, and messages; fills out forms.
- Math:** Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Repetition:** Routine daily work practices.
- Judgment:** Ability to work independently, prioritize work, and make decisions regarding correct formatting and implementation of work.
- Social Skills:** Ability to relate cooperatively with members of the public and District personnel.
- Speaking:** Ability to quickly organize and communicate thoughts orally and written.

Physical Requirements

- Body Movement:** Must have full mobility and use of both arms concurrently. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and bend over or squat down to lift or remove equipment during normal daily activity.
- Position may be exposed to pesticides, communicable diseases, other health hazards, and inclement weather conditions.
- Vision:** Requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.
- Hearing:** Requires adequate hearing (which may be corrected) to hear alarms, horns, and telephones.

Basic Work Hours

- 8:00 AM to 12:00 PM, Monday through Friday.
Non-Exempt Employee Status

Salary Range

\$32.67 - \$43.47 per hour depending on experience

Class: Facility Maintenance Position Steps: Seven

Benefits

Health, dental, and vision are prorated at fifty percent of the cost to the District, as well as full participation in the District's SamCERA pension plan and other fringe benefits.

Revised: July 1, 2024