



Job Description

Title:	Facility Maintenance Worker I/II	Established:	November 2014
Salary Level:	I – 13; II – 17A	FLSA Status:	Non-exempt
Supervisor:	Recreation Supervisor	Supervises:	None
Job Family:	Facility Maintenance Worker Series	Bargaining Unit:	Miscellaneous Employees

JOB SUMMARY:

Under immediate supervision, performs semi-skilled and skilled tasks involved in the maintenance, limited construction, and repair of all City buildings and facilities; performs custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Facilities Maintenance Worker I:

The Facilities Maintenance Worker I is the entry-level class in the Facility Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities.

Facilities Maintenance Worker II:

The Facilities Maintenance Worker II is the journey level class in the Facility Maintenance Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to facility maintenance, upkeep, and limited repair and construction.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Participates in a variety of semi-skilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities.
- Performs minor plumbing work as necessary; unplugs drains, urinals and toilets; performs routine maintenance on valves, fittings, and other fixtures; replaces light bulbs when necessary, including bulbs for fluorescent lights; may work at elevated levels to replace light bulbs or to perform minor roof maintenance.
- Participates in minor repair or construction when needed; troubleshoots problems and reports findings to appropriate personnel; paints buildings and facilities when needed.
- Sets up for City events, move tables, chairs and furniture.
- Maintains and orders supplies, researches vendors and prices for supplies.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals, and toilets; cleans and sanitizes drinking fountains.
- Sweeps, mops, strips and waxes floors; empties trash containers, shampoos carpet; washes windows; cleans, dusts, and polishes furniture.
- Operates and maintains a full range of power equipment such as buffers, pressure washers and carpet cleaners.
- Cleans desks and counter tops and other vertical and horizontal surfaces.
- Replenishes supplies in restrooms, kitchens, and other areas as required.
- Works irregular shifts as required (weekends and evenings).
- Responsible for maintaining the pool with the proper chemicals.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs other related duties as assigned.

Facility Maintenance Worker I/II - Continued

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO:

- Clean and maintain all City owned buildings and facilities
- Perform light carpentry, plumbing, and painting work
- Operate a variety of hand and power tools, vehicles, and equipment used in facility maintenance
- Perform heavy manual labor
- Respond to after-hours call-outs as assigned
- Interpret, explain, and apply applicable laws, codes, and regulations
- Read, interpret, and record data accurately
- Organize, prioritize, and follow-up on work assignments
- Work independently
- Make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

KNOWLEDGE OF:

- Materials, tools, and methods used in general building construction, repair, maintenance, and upkeep
- Cleaning and custodian functions
- Grounds maintenance
- Safe work practices pertaining to the areas of assignment

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Facilities Maintenance Worker I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Facilities Maintenance Worker I

High School diploma or general education degree (GED) and one (1) year of maintenance experience.

Facility Maintenance Worker II

In addition to the above, one year of experience in facilities maintenance equivalent to that of a Facilities Maintenance Worker I.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain, an appropriate valid California driver's license.
Certified Pool Operator Certificate, or ability to obtain within one year of employment

Facility Maintenance Worker I/II - Continued

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.