



BUILDING 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

Under direction perform semiskilled and skilled work in several trades in the maintenance and repair of buildings and equipment in the main library and recreation center.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned a variety of tasks in the building trades. Although the work requires the use of journey worker's tools and the ability to perform operations in several of the crafts, the skills required in any one field is normally less that would be required of a journey worker in that field.

ESSENTIAL DUTIES

Changes filters on heating and air conditioning equipment; (in library, does preventive maintenance and minor repairs also); patches roof; repairs and cleans gutters; repairs walls and installs paneling; repairs plumbing and maintains rest room facilities in good working condition including toilets, sinks, faucets and drinking fountains; repairs and constructs cabinets, chairs, shelving, desks and tables; prepares surfaces for painting and paints them; changes light bulbs, switches and fixtures; repairs small appliances; drives truck to deliver and pick up materials; sets up tables and chairs for meetings, classes, etc. The Recreation Department employee also oversees a building custodial employee.

The Library employee also acts as the custodian and performs the following additional duties for all library buildings; empties waste baskets and recycle paper; sweeps, power waxes, vacuums, mops, dusts and scours and disinfects restrooms, and 30,000 square feet of additional library space; orders and monitors building and cleaning supplies; contacts trades people for quotes on roofing, plumbing, electrical; then oversees and assists as needed; removes graffiti; washes and repairs windows; removes and disposes of used books; keeps grounds neat and clean.

ESSENTIAL QUALIFICATIONS

Knowledge of: Building trade methods, materials and equipment; safe work practices. OSHA standards of cleaning solutions, and chemicals used in disinfecting.

Ability to: Use the required tools and equipment skillfully and safely; recognize and locate conditions, which require repair and maintenance work; work from sketches and drawings; and work independently.

Skills: Operate power saws, drills, sanders and hand tools, table saw, drill press and band saw. Library: Plus ability to use cleaning and polishing equipment with safety and efficiency.

License: Possession of a Class C driver's license issued by the DMV.

Education and Experience: Sufficient education and experience to perform the above duties which is typically obtained from two year's experience in general building maintenance work including carpentry, plumbing, electrical work, painting, heating and air conditioning. Typically, sufficient education is required to read and follow detailed instructions. For the library, experience in using janitorial equipment, tools and chemicals are also required.

SPECIAL REQUIREMENTS

Ability to establish and maintain cooperative working relationships with all those contacted in the course of work; to understand and carry out oral and written instructions; twist upper body and to sit and stand for moderate periods of time. For the library employee: ability to walk, kneel, crouch, stoop, and squat for long periods of time, and to lift books and materials weighing up to 20 lbs. There may be occasional exposure to working in confined spaces, with electrical hazards, with chemicals and mechanical hazards and working outdoors in adverse weather.

BUILDING MAINTENANCE WORKER A101
AFSCME 829 UNIT
NON-EXEMPT
REVISED: October 1994