



BUILDING MAINTENANCE WORKER III

DEFINITION

Under general supervision, performs advanced-level skilled craft work in a skilled trade, including painting, carpentry, plumbing, mechanical, and/or electrical installation, repair, maintenance, and modification work at County buildings and facilities; assists with special projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Operations Supervisor. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Building Maintenance Worker class series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex skill craft work tasks. Responsibilities include troubleshooting, repair, maintenance, installation, and adjustment to a variety of complex County mechanical and electrical systems.

This class is distinguished from the Facilities Operations Supervisor in that the latter has supervisory responsibility for facility maintenance operations for the County.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs troubleshooting, repair, maintenance, installation, and adjustment to a variety of complex County mechanical and electrical systems, such as boilers, circulating pumps, generators, batteries, lighting and electrical control systems, valves, piping and plumbing fixtures, furnaces, blowers and ductwork, pneumatic tubes, water supply and drainage systems, and appliance and fire sprinkler systems.
- Performs preventive maintenance on mechanical systems, including lubricating, changing filters, cleaning, and testing components.
- Installs and modifies electrical systems; runs new circuits; pulls wire; installs outlets, switches, and fixtures.
- Installs, modifies, and repairs plumbing and piping systems, including water supply lines, valves, and fixtures, as well as drain, waste, and vent systems.
- Performs skilled carpentry work, including the preparation of concrete forms; places and finishes concrete; frames platforms, walls, decks and partitions; installs, tapes, and textures sheetrock; installs finish material such as baseboards, trims, and moldings.
- Installs and repairs roofing materials; patches and makes emergency repairs to existing roofing.
- Constructs and modifies cabinetry and office furnishings, including bookcases, tables, and specialized furniture; installs, laminates, and applies finishes.
- Fabricates parts and fittings; makes assemblies and repairs units used in maintenance work from work orders, drawings, specifications, sketches, manuals, and oral instructions.
- Repairs and installs doors, windows, and associated hardware; changes and keys locks; installs security hardware.

- Performs routine painting of interior and exterior surfaces; installs wall coverings and a variety of floor coverings.
- Plans, organizes, and coordinates the work of contractors and inmate workers.
- Uses and maintains a wide variety of hand, power, and shop tools as well as test equipment related to the work.
- Observes safe work methods and safety precautions related to the work; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
- Creates rough estimates of labor and materials necessary for performance of the work; keeps records and makes reports of work performed.
- Directs the work of one or more assistant and provides instruction on proper safety precautions.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, tools, and equipment used in rough and finish carpentry, cabinetry, and wood finishing.
- Methods and materials used in concrete work, including the preparation of forms and finishing of concrete.
- Principles and practices of mechanical systems.
- Principles and practices of commercial building codes.
- Principles and practices of heating, ventilation, and air conditioning (HVAC) and fire suppression systems.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Methods and practices of plumbing and pipefitting work.
- Methods and practices of electrical installation, maintenance, and repair.
- Rigging principles and techniques.
- Safety regulations and practices pertaining to the work.
- Use and maintenance of a wide variety of hand, power, and shop tools, as well as test equipment and other equipment related to the work.
- Basic mathematics.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of maintenance staff.
- Provide work direction and training in work procedures.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Establish and maintain accurate logs and records.

- Operate and maintain specialized tools and equipment of the carpentry, mechanical, and electrical trades.
- Troubleshoot and repair operating problems in a variety of plant equipment.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret plans, schematics, manuals, blueprints, and sketches.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Two (2) years of journey-level experience at a level equivalent to the County's class of Building Maintenance Worker II, including at least two (2) years of journey-level skills in at least three (3) skilled trades areas, such as plumbing, painting, mechanical, carpentry, and/or electrical maintenance.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of Universal EPA Section 608 Technician Certification within six (6) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various county sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, as well as work below ground level and in confined spaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds or heavier weights with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, work at heights above and below ground level; and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to be on-call and to work various shifts or emergencies on evenings, weekends and holidays. Provides functional direction to part-time workers, jail or prison inmates, and court directed work-program workers.