



BUILDING MAINTENANCE WORKER I/II

DEFINITION

Under immediate or general supervision, performs a variety of skilled craft work including painting, carpentry, plumbing, mechanical, and 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 immediate or general supervision from the assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Maintenance Worker I: This is the entry-level classification in the Building Maintenance Worker class series. Initially under immediate supervision, incumbents perform a variety of carpentry, mechanical, electrical, and plumbing installation, repair, maintenance, and modification work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work usually fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building Maintenance Worker II: This is the fully qualified journey-level classification in the Building Maintenance Worker class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Positions at this level 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.

Positions in the Building Maintenance Worker class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, schedules, prioritizes, and assigns skilled craft projects; ensures work is in accordance with plans, specifications, and timelines.
- 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, and 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.
- Makes rough estimates of labor and materials necessary for performance of the work; keeps records and makes reports of work performed.
- May direct the work of one or more assistants; instructs them in proper work procedures and safety precautions.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

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 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:

- Operate and maintain specialized tools and equipment of the carpentry, mechanical, plumbing, 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.
- Maintain accurate records and files.
- Understand and follow oral and written instructions.
- 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.

Building Maintenance Worker I:

Equivalent to graduation from high school;

AND

Two (2) years of experience in stationary equipment mechanical maintenance work, electrical maintenance and repair, carpentry, plumbing, or painting.

Building Maintenance Worker II:

Equivalent to graduation from high school;

AND

Two (2) years of experience in plumbing, painting, mechanical, carpentry, and/or electrical maintenance work at a level equivalent to the County's class of Building Maintenance Worker I. At this level, an incumbent is expected to have journey-level skills in at least one (1) craft area.

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. 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 with exposure 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 in confined spaces; 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.