

SENIOR BUILDING MAINTENANCE WORKER
Salary Range: 22 (Public Service Salary Schedule)

DEFINITION

Under general supervision, provides lead direction to assigned building maintenance staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex building maintenance and repair work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level, lead class in the building maintenance series that performs the most complex duties required to ensure that the City's buildings and facilities provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of buildings or equipment, including maintaining, replacing, and repairing basic plumbing and electrical systems and fixtures, and assisting in custodial duties as necessary. This class is distinguished from Building Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in building maintenance operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Maintenance Supervisor. Exercises technical and functional direction and training over assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Provides technical and functional direction to assigned building maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes and assigns building maintenance, repair and custodial work in consultation with the Building Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities.
- Trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Works effectively with contractors on City approved projects; seeks bids and estimates for proposed projects.
- Performs daily inspection and preventative maintenance of buildings and facilities; identifies safety hazards.
- Oversees and participates in the cleaning and maintenance of buildings and facilities.
- Operates a variety of equipment and tools used in cleaning and maintenance of buildings.

- Maintains logs of daily activities.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Coordinates, plans, and conducts monthly safety meetings.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles of supervision and training.
- Practices, methods, equipment, tools and materials used in maintaining, cleaning and repairing buildings, office space, and meeting rooms.
- Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work.
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, playground equipment regulations and repair, and pool operation and repair, as applicable.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Planning, scheduling, assigning, and overseeing activities of an efficient building maintenance program.
- Identifying and implementing effective course of action to complete assigned work.
- Inspecting the work of others and maintaining established quality control standards.
- Training others in proper and safe work procedures.
- Performing maintenance, repair and custodial work in the area of work assigned.
- Skillfully and safely using and operating hand tools, mechanical equipment, power tools, and a variety of custodial equipment required for the work.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Following division policies and procedures related to assigned duties.
- Working with contractors on City approved projects.
- Maintaining records and preparing work and time reports in building and facility maintenance areas.
- Organizing own work, setting priorities and meeting critical time deadlines.

- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, **AND**
- Four (4) years of building maintenance experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Must possess mobility to work in various City buildings and facilities; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and custodial equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. 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; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

Working Conditions

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: August 2007