

CITY OF REDWOOD CITY BUILDING MAINTENANCE WORKER

DEFINITION

To perform a variety of semi-skilled and skilled maintenance tasks for City buildings and facilities; and to respond to calls for maintenance service.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Building Maintenance Worker class series. Positions in this class are assigned a variety of tasks in the building trades. Although work requires the use of journey level tools and the ability to perform tasks in several of the crafts, the skill required in any one field is normally less than would be required of a journey level worker in that field. Supervision may be regularly exercised over one or more helpers. The class of Building Maintenance Worker is distinguished from the Senior Building Worker in that the Senior serves as a lead worker and may assist with the scheduling, assignment and review of work and may also provide technical guidance to others in the most complex and skilled building maintenance work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Parks, Recreation and Community Services Manager (Facilities). Functional supervision may be provided by one or more of the Senior Building Maintenance Workers.

Responsibilities may include technical supervision over less experienced positions assigned to this area.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Assist in a variety of carpentry and building tasks for municipal facilities.
2. Keep accurate and timely records of building maintenance activities.
3. Use computerized/electronic equipment as required.
4. Solicit bids and order parts and materials as needed.
5. Repair, install, and construct tables, shelves, cabinets, countertops, and other wood equipment and fixtures.
6. Perform hand and bench work, operating planers, joiners, drill presses, power saws, and other woodworking machinery.

CITY OF REDWOOD CITY
BUILDING MAINTENANCE WORKER (Continued)

7. Maintain and repair structures such as barricades, fences, scaffolds and playground equipment and perform maintenance and repair on park and other City structures.
8. Finish cabinets and countertops as required.
9. Make repairs on doors, windows, floors, lockers, gates, roofs, and ceilings.
10. Construct new walls, ceilings, and flooring.
11. Prepare surfaces for painting, wallpapering, or staining.
12. Apply paint to building interiors and exteriors, fixtures and equipment. Prepare and paint or stain cabinets, doors, woodwork and other surfaces.
13. Assist in general facility maintenance duties as required.
14. Install, maintain, and repair plumbing systems and a variety of plumbing fixtures such as drinking fountains, faucets, sinks, toilets, water heaters, and swimming pool facilities.
15. Unstop drains and toilets.
16. Repair, replace, and maintain electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment.
17. Perform basic preventive maintenance and repairs to heating, ventilation and air conditioning (HVAC) equipment.
18. Train and assist less experienced personnel.
19. Perform work with a record of regular attendance and punctuality.

OTHER JOB RELATED DUTIES

1. Assist less experienced personnel in performance of duties.
2. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in rough and finish carpentry and cabinet making.

CITY OF REDWOOD CITY
BUILDING MAINTENANCE WORKER (Continued)

Methods, materials, tools and equipment used in general building maintenance work.

Safety principles and practices used in building maintenance work.

Use and maintenance of a variety of power and hand tools.

Methods, materials, brushes, tools and equipment used in the painting trade.

Basic practices and procedures of electrical work.

Methods, materials, tools and equipment used in plumbing work.

Methods, material, tools and equipment used in facility heating, ventilating, and air conditioning systems.

Ability to:

Perform skilled maintenance and repair work at the journey level in one or more of the following trades: plumbing, electrical, painting, or carpentry.

Use and care for tools, supplies, and materials required in the work.

Use computerized/electronic equipment as required.

Read and understand blueprints, construction drawings and schematics.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate a motor vehicle safely.

Experience and Training Guidelines:

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

CITY OF REDWOOD CITY
BUILDING MAINTENANCE WORKER (Continued)

Experience:

Two years of building maintenance and construction work involving a range of skills, activities and equipment.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized courses in building construction and maintenance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift heavy objects; exposure to noise, outdoors, confining work space, electrical hazards, and mechanical hazards.

**CITY OF REDWOOD CITY
BUILDING MAINTENANCE WORKER (Continued)**

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

- | | |
|---------|---------|
| 1. SDE | 11. MWE |
| 2. MDE | 12. SDE |
| 3. OAE | 13. MWE |
| 4. MDE | 14. OAE |
| 5. MAE | 15. OAE |
| 6. OAE | 16. MAE |
| 7. OANE | 17. MAE |
| 8. MAE | 18. SDE |
| 9. OAE | 19. SDE |
| 10. MAE | |

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: January, 2001

Bargaining Group: Service Employees' International Union - Local 715