

CITY OF REDWOOD CITY

SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

To serve as lead worker and assume significant responsibility for general maintenance of facilities, park structures and swimming pools. Perform a variety of skilled maintenance tasks including painting, carpentry, plumbing, electrical and heating, ventilation and air conditioning (HVAC). The Senior Building Maintenance Worker plans, organizes and oversees the program activities for the designated area of responsibility.

The three areas of responsibilities are: administrative (assigning/scheduling of work); HVAC/electrical projects; and pools/playground inspection and maintenance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Maintenance Worker class series. The Senior Building Maintenance Worker is a lead worker who performs the most complex and skilled building maintenance work and provides technical guidance to others in a variety of areas. An incumbent may be temporarily assigned to cover duties within another designated function of this classification.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Parks, Recreation and Community Services Manager (Facilities).

Responsibilities may include functional and/or technical supervision of Building Maintenance Workers and others as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. May be assigned to assist in scheduling, assigning and reviewing the work of Building Maintenance Workers, and provide technical assistance as appropriate.
2. May also be assigned to perform daily periodic checks of pool water quality (including adding chemicals as necessary) and perform maintenance and repair of pumps and motors, filters, chlorinators, boilers, pipes and valves; perform preventive maintenance and order parts and supplies as needed.

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3. May be assigned to install, inspect repair, remove and maintain playground and park maintenance equipment including swings, slides, platforms, rollerslides, spring riders, climbing apparatus, barbecues, benches and bleachers; order parts and supplies as necessary.
4. Identify and correct safety hazards in facilities and maintenance areas including buildings, swimming pools, and playground structures.
5. Keep accurate and timely records on building maintenance activities; assist in establishing and maintaining standards and procedures for City building maintenance.
6. Use computerized/electronic equipment as required.
7. Train and assist less experienced personnel in a variety of skilled building maintenance tasks.
8. Assist in a variety of carpentry and building tasks for municipal facilities.
9. Repair, install and construct tables, shelves, countertops and other wood equipment and fixtures.
10. Perform hand and benchwork; operate planers, joiners, drill presses, power saws and other woodworking machinery.
11. Maintain and repair structures such as barricades, fences and scaffolds and playground equipment and perform maintenance and repair on park and other City structures.
12. Finish cabinets and countertops as required.
13. Make repairs on doors, windows, floors, lockers, gates, roofs and ceilings.
14. Construct new walls, ceilings and flooring.
15. Prepare surfaces for painting, wallpapering or staining.
16. Apply paint to building interiors or exteriors, equipment, fixtures; paint or stain cabinets, doors and woodwork.
17. Assist in general building maintenance duties as required.

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18. Install, maintain and repair plumbing systems and a variety of plumbing fixtures including faucets, drinking fountains, sinks, toilets, water heaters and swimming pool facilities.
19. Unstop drains and toilets.
20. Mix concrete; prepare forms; pour foundations, walkways, sidewalks, handicapped ramps, steps, floors and driveways.
21. Perform maintenance, repair, and installation work related to facility HVAC, refrigeration and electrical control systems.
22. Perform work with a record of regular attendance and punctuality.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques of supervision, communication and training.

Procedures used in scheduling and organizing work.

Safety principles and practices used in building maintenance work.

Methods, materials, tools and equipment required in carpentry, painting, electrical, plumbing, HVAC, welding, concrete work and associated equipment.

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

Ability to:

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

Direct and oversee the work of others.

Work independently, without direct supervision.

Use computerized/electronic equipment as required.

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Maintain water quality in pools, and identify and correct safety hazards.

Establish and maintain building maintenance procedures.

Train less experienced workers in skilled facilities maintenance trades.
Read and understand blueprints, construction drawings and schematics.

Independently 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.

Operate a variety of equipment used in facilities construction, maintenance and repair.

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:

Experience:

Three years of facilities 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. Training in supervision and communication is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license. Certification in pool operations, playground safety inspections, and HVAC refrigeration is desirable. A Class A driver's license is also desirable.

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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, dust, and mechanical hazards.

ADA
DOCUMENTATION OF ESSENTIAL DUTIES

	Admin/Scheduling	HVAC/Electrical	Pools/Playgrounds
1.	SDE	OANE	OANE
2.	OANE	OANE	SDE
3.	OANE	OANE	SDE
4.	MDE	MDE	MDE
5.	ODE	ODE	ODE
6.	MDE	MDE	MDE
7.	OAE	OAE	OAE
8.	SDE	SDE	SDE
9.	OANE	OANE	OANE
10.	SWE	SWE	SWE
11.	SDE	SDE	SDE
12.	OANE	OANE	OANE
13.	MAE	MAE	OAE
14.	OANE	OANE	OANE
15.	OANE	OANE	OANE
16.	OANE	OANE	OANE
17.	SDE	SDE	SDE
18.	SDE	SDE	SDE
19.	MWNE	MWNE	MWNE
20.	OANE	OANE	OANE
21.	SDE	SDE	MDE
22.	OWE	MDE	OANE
23.	SDE	SDE	SDE

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**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: February, 2003

Bargaining Group: Service Employees' International Union - Local 715