



Job Classification:	<b>Facilities Maintenance Worker</b>
Representation:	<b>SEIU Local 1021 Union</b>
Wage Schedule Range:	<b>12</b>
FLSA:	<b>Non-Exempt</b>
Effective Date:	<b>January 2014</b>
Revision Date:	<b>February 2018</b>

*Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.*

### **Summary**

Under general supervision this single position classification shall perform a variety of the general building maintenance and repair duties associated with maintaining offices and operational areas within the buildings. Duties include areas such as carpentry, painting, electrical/plumbing repairs, landscaping, custodial, preventative maintenance, and other building trade aspects.

### **Supervision Received and Exercised**

General direction and supervision is received from the Director of Administrative Services.

**Essential Duties** - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Perform general maintenance of District facilities keeping areas organized, safe, and free of debris indoors and outdoors.
- Perform a full range of tasks involved in a variety of building and grounds maintenance, repair, and renovation activities including carpentry, painting, plumbing, landscaping, heating, air conditioning, and electrical repair.
- Report needs of non-routine facility and equipment maintenance such as, but not limited to broken office furniture, broken office equipment, carpet needs, roofing, etc.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

**Qualifications** - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

*Knowledge of:*

- Operations, services, and activities of a building and grounds maintenance, repair, and renovation programs.
- Materials, methods, terminology, and tools used in the maintenance, repair, and renovations of building structures and systems including those used in performing carpentry, painting, plumbing, heating, air conditioning, electrical, and mechanical repair.
- Occupational hazards and standard safety practices.
- Tools, equipment, and materials commonly used in buildings, water and wastewater utilities and general maintenance, including tractors, backhoes, and equipment of a similar type.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

*Ability to:*

- Interpret maps and drawings.
- Safely drive and operate District vehicles, power equipment, hand tools, and off road equipment such as tractors and backhoes.
- Work outdoors with varying weather conditions.
- Adhere to safe work practices and procedures and follow established policies and procedures.
- Add, subtract, multiply, divide, and calculate decimals, ratios, percentages, and fractions rapidly and accurately.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, contractors/consultants and the public in one-to-one and group settings.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.

- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.

**Education and Experience** – *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- Graduation from high school or equivalent.
- Two (2) years progressively responsible experience involved in general facilities maintenance and preventative maintenance.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Work both indoors and outdoors, during all types of weather. Work indoor is generally carried out in a typical office setting or warehouse setting. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities. Incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other environmental elements involved in maintaining the District's cleanliness indoors and outdoors.

### **Additional Requirements**

- 18 years of age.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Eligible to work in the United States.