



FACILITIES MAINTENANCE WORKER

DEFINITION

Under direct supervision, performs a variety of tasks in the maintenance and repair of facilities operating a variety of equipment and tools.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Repair and maintain electrical and lighting fixtures; install new electrical wiring and lighting circuits.

Repair and maintain pipes, drains, valves, fittings and other fixtures; install new plumbing fixtures.

Build and install cabinets and shelves; finish wood and repair wood objects.

Construct and repair wall, platforms and ramps; hang doors

Prepare surfaces for painting; apply paint, varnish, shellac, enamel or other finishes to a variety of surfaces.

Research and determines materials to be purchased; interface with contractors.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in facilities maintenance, repair and construction.

Basic carpentry, electrical, painting and plumbing trades.

Standard safety practices facilities maintenance and repair.

Supplies and equipment used in repairing and maintaining buildings and facilities.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate a variety of tools, equipment and vehicles; install and repair electrical, lighting and plumbing systems.

Perform carpentry construction, maintenance and repair.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

High School graduation and one (1) year experience in electrical, plumbing and/or carpentry trades, including operation of tools and equipment.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.



ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

