



SENIOR FACILITIES MAINTENANCE WORKER

AGENCY/DEPARTMENT:
Public Works/Parks and Maintenance

Approved By HR Director:
Date Approved:
Date of Last Revision:

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9/1/04

Reports to: Parks and Maintenance Specialist
Supervises: N/A
Conflict of Interest Code Filer:

JOB SUMMARY: Under moderate supervision, performs basic maintenance and repair of buildings and facilities involving plumbing, painting, electrical, mechanical and carpentry work; operates a variety of hand tools and equipment; assists other maintenance personnel; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs basic maintenance and repair of buildings and structures; removes graffiti as needed.
2. Performs basic carpentry, painting, drywall, electrical and plumbing tasks in buildings and structures.
3. Cleans and patches building and structure roofs and rain gutters.
4. Moves small furniture items and work area division partitions; assists in the removal of larger furniture; removes small amounts or small size surplus items.
5. Cleans and maintains various water fountains.
6. Picks up supplies and replacement parts as directed.
7. Operates a variety of small power and hand tools used in the maintenance and repair of buildings and structures; demonstrates proper use of tools and equipment.
8. Performs all building and structure maintenance tasks per standard daily schedule and any other unscheduled maintenance needs.
9. Inspects work areas and makes minor repairs and reports major maintenance needs.
10. Completes daily time sheets, daily assignment sheets, and vehicle inspection sheets.
11. May set up buildings or structures for special events.
12. May perform emergency maintenance work in the event of a natural disaster.
13. Receives daily assignments and tasks that may be completed independently or with assistance.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years in building/facilities maintenance.

KNOWLEDGE OF:

- The use and care of tools, equipment and supplies used in building maintenance work.
- Job related safety practices and procedures.

ABILITY TO:

- Coordinate activities with other workers and oversee the work of subordinate workers.
- Operate small power and hand tools used in performing maintenance work.
- Establish and maintain cooperative working relationships.
- Carry out oral and written directions.

LICENSES:

- Valid Class C CA drivers license and acceptable driving record.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- May be required to return to work during non-business hours in emergency situations.
May be required to perform work on a scheduled stand-by assignment.

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant: No

Job Family: Parks and Maintenance - Facilities

Career Progression: Maintenance Worker
Senior Facilities Maintenance Worker
Facilities Maintenance Technician
Senior Facilities Maintenance Technician
Parks & Maintenance Specialist