

**FACILITY MAINTENANCE WORKER I
FACILITY MAINTENANCE WORKER II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Facility Maintenance Worker I) or general supervision (Facility Maintenance Worker II), performs a variety of semi-skilled and skilled tasks involved in the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; and maintains and operates a variety of hand, power, and shop tools.

DISTINGUISHING CHARACTERISTICS

Facility Maintenance Worker I – This is the entry level class in the Facility Maintenance Worker series performing routine and less complex facility maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Facility Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Facility Maintenance Worker II – This is the full journey level class within the Facility Maintenance Worker series. Employees within this class are distinguished from the Facility Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Facility Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Facility Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents 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 business needs and changing business practices.

1. Perform a variety of semi-skilled and skilled maintenance, repair, and construction work of City facilities; perform and assist in facility maintenance tasks involving plumbing, carpentry, electrical, remodeling, painting, and a variety of other craft work; assure facilities are kept in good operating order.
2. Maintain internal and external facility lighting fixtures including replacement of ballast, light bulbs, and fluorescent tubes as necessary.

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3. Perform a variety of carpentry duties; install, repair, and build doors, windows, shelves, counters, floors, wallboard, railings, fences, and walls.
4. Troubleshoot various electrical problems involving electrical lines, panels, switches, pumps, motors, conduits, controls, and sensors; repair and replace electrical fixtures, switches, and related equipment using a variety of materials, tools, supplies, and equipment.
5. Make minor repairs and adjustments to heating and air conditioning systems and components.
6. Install, maintain, and repair a variety of plumbing fixtures and fittings including sinks, toilets, faucets, and related equipment; repair leaks and stoppages.
7. Perform general maintenance duties inside and outside of facilities; install and repair masonry including concrete, brick, stucco, plaster, and tile; perform maintenance painting including application of paints, varnishes, and lacquers; install, repair, and adjust appliances; perform necessary preparation and clean-up work.
8. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
9. Provide courteous customer service; respond to questions and inquiries from City staff and the general public regarding various maintenance projects; resolve customer problems or complaints.
10. Maintain cleanliness of assigned work areas and facilities; adhere to safety practices and regulations and protect the safety of other employees and the public who may be in or near the work site.
11. Attend trainings and safety meetings as necessary.
12. Prepare basic records and reports of work accomplished and maintenance requests.
13. Perform special projects as required.
14. May assist in training and directing the work of others.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a facilities maintenance, repair, and construction program.
- Materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.

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- Operation and maintenance of a wide variety of commonly used hand and power tools and equipment used in facility maintenance activities.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Basic report preparation.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Measure and calculate angles, lengths, and volumes.
- Perform a variety of tasks and moderately heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, specifications, drawings, plans, and blueprints.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Review the work of others, as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Facility Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in facility construction and maintenance work that has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, and general maintenance work.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Facility Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

Two years of facility maintenance and construction experience that includes carpentry, electrical, plumbing, painting, and general maintenance work experience comparable to a Facilities Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

November 1989
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.