

**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 immediate supervision (Facility Maintenance Worker I) or general supervision (Facility Maintenance Worker II), performs a variety of skilled facility maintenance and repair work on City buildings.

DISTINGUISHING CHARACTERISTICS

Facility Maintenance Worker I - This is the entry level class in the Facility Maintenance Worker series. This class is distinguished from the Facility Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Facility Maintenance Worker II - This is the full journey level class within the Facility Maintenance Worker series. This class is distinguished from the Facility Maintenance Worker I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

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. Install new plumbing; maintain, repair, and replace plumbing systems and fixtures such as faucets, drinking fountains, water heaters, water closets, urinals, water regulators, and pressure valves; repair boiler and boiler piping and pumps.
2. Maintain, repair, and replace electrical systems including light switches, outlets, interior and exterior light fixtures, computer lines, electrical panels, and card readers; replace light bulbs.
3. Install and repair door lock sets; rekey locks and padlocks; cut keys.
4. Perform carpentry and trim and finish work; frame walls, doors, and windows; build or remodel offices; replace doors and windows; build or assemble cabinets, shelving, and furniture; hang, tape, and texture drywall.
5. Perform painting work; prepare and paint or stain interiors, exteriors, and furniture of various material.
6. Performs welding, masonry, flooring, and general repair work on buildings and furniture.
7. Operate heavy equipment as needed.
8. Perform custodial duties as needed.

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9. Monitor and update HVAC control program.
10. Operate and troubleshoot audio/video equipment used to record City Council meeting.
11. Maintain records of work performed.
12. 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 building maintenance, repair, and construction program.
- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Operational characteristics of tools and equipment used in building maintenance activities.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Basic mathematical principles.
- Pertinent federal, state, and local codes, laws, and regulations including applicable building codes and ordinances.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Perform skilled work in a variety of building trades.
- 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, heating, electrical, mechanical, painting, and welding skills.
- Safely drive and skillfully operate power equipment and hand tools involved in building maintenance, repair, and construction.
- Maintain and repair a variety of tools and equipment.
- Read and work from sketches, blue prints, or drawings.
- Maintain records including time and material use records.
- Ensure adherence to safe work practices and procedures.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Facility Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible general maintenance experience in a variety of trades.

License or Certificate:

Possession of an appropriate, valid driver's license.

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Possession of a valid forklift certificate within one year of employment.

Facility Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in building trades is desirable.

Experience:

Two years of performing duties at a level comparable to the Facility Maintenance Worker I with the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a valid forklift certificate.

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 an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

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.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Facility Maintenance Worker I/II position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

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*Management has the right to add or change these duties of the position at any time.