



SENIOR FACILITY MAINTENANCE WORKER

DEFINITION

To provide technical and functional supervision over assigned personnel; and to perform a variety of skilled building maintenance work, preventative maintenance, upkeep and repair of city-owned buildings, facilities and equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Facility Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over maintenance personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facility Services Supervisor.

Exercises technical and functional supervision over assigned maintenance personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepare budget input for short and long-term projects; overview expenditures to ensure cost overruns do not occur.

Perform daily inspection and preventative maintenance of city buildings, facilities, and equipment.

Coordinate, assign and review the work of assigned maintenance personnel.

Oversee and participate in maintenance of facilities and equipment.

Work effectively with contractors on city-approved projects; seek bid and estimates for proposed projects.

Operate high skilled equipment as required and train subordinate employees as needed.

Assist supervisor in scheduling of work and assignments related to facility maintenance including custodian duties.

EXAMPLES OF DUTIES (cont.)

Order supplies and equipment for work projects.

Resolve more complex heating, air conditioning and ventilating (HVAC) problems.

Maintain logs of work performed.

May act as Facility Services Supervisor as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

High voltage electrical systems and HVAC systems.

Tools, equipment and materials used in building maintenance work.

Applicable codes, regulations, and safety orders.

Occupational hazards and safety precautions of building and equipment maintenance work.

Principles of training subordinate staff.

Ability to:

Read blueprints of structures and services to city-owned facilities.

Oversee, assist, and train assigned maintenance staff.

Maintain records and prepare work and time reports in facility maintenance areas.

Work with contractors on city-approved projects.

Skillfully and safely operate assigned equipment.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

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

Experience:

Five years of experience in skilled building maintenance with at least two years of HVAC maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

Possession of a valid California driver's license.

May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

TOOLS AND EQUIPMENT USED

Motorized vehicles and power equipment, including pickup truck, utility truck, saws, pumps, compressors, sanders, generators, common hand and power tools, carpentry and electrical tools, wrenches, detection devices, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The employee occasionally works in high, precarious places.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DEPARTMENT: Public Works

DIVISION: Facilities and Grounds

Bargaining Unit: Miscellaneous

Position: FLSA Non-exempt

Approval: _____
Appointing Authority

Effective Date: 8/97

Revision History: