

FACILITIES MAINTENANCE WORKER I/II

DEFINITION

Under immediate (Facilities Maintenance Worker I) or general ((Facilities Maintenance Worker II) supervision, performs a variety of semi-skilled and skilled maintenance and repair duties in the construction, maintenance and repair associated with the District's buildings, water and wastewater utility facilities, equipment, structures, grounds, and easements; performs preventive/predictive maintenance on assigned facilities and structures; operates and maintains a variety of hand and power tools and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Facilities Maintenance Worker I) to general (Facilities Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Facilities Maintenance Worker I: This is the entry-level classification in the Facilities Maintenance Worker class series. Initially under close supervision, incumbents learn and perform routine maintenance, repair, and construction duties of the District's facilities, buildings, grounds, and equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Facilities Maintenance Worker II level but are not expected to function at the same skill level and usually 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.

Facilities Maintenance Worker II: This is the fully qualified journey-level classification in the Facilities Maintenance Worker class series. Positions at this level are distinguished from the Facilities Maintenance Worker I-level by the performance of the full range of duties as assigned, working independently and/or as part of a crew, and exercising judgment and initiative. Positions 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. The Facilities Maintenance Worker II is distinguished from the Facilities Maintenance Worker III in that the latter serves as the advanced journey level in the series and has regular lead responsibility.

Positions in the Facilities Maintenance Worker class series are flexibly staffed; positions at the Facilities Maintenance Worker II level are normally filled by advancement from the Facilities Maintenance Worker I level. Progression to the Facilities Maintenance Worker II level is dependent on satisfactory work performance (an overall performance rating of "exceeds standards" or higher on most recent annual performance evaluation is required), the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Facilities Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Participates in and performs a variety of semi-skilled and skilled tasks in the maintenance and repair of District facilities, including rough and finished carpentry, framing, roofing, concrete forming and finishing, block wall construction, HVAC, asphalt work, painting, drywall, plumbing, and demolition of structures; assists with estimates of time, labor, materials, and supplies required to complete assigned work.
- Assists with inspection, maintenance, repair, and construction of District facilities, including application of coatings, weather proofing, easement and roadway construction and maintenance, erosion control, and weed abatement.
- Participates in and installs, new heating, ventilation, and air conditioning systems (HVAC), conducts inspections, diagnose issues, maintains and repairs air conditioning and heating units to ensure efficient operations.
- Performs rough carpentry work associated with the remodeling of offices and buildings, including constructing forms, repairing and/or replacing dry wall, plaster, roofing, doors and broken tiles and repair or replacement of window frames and broken windows; paints, stains, patches, builds and installs furniture and cabinets.
- Troubleshoots and maintains plumbing systems, toilets, faucets, and drains in building and other District facilities; replaces piping and exercises pumps and valves to flush drainage systems.
- Performs general maintenance duties inside and outside of facilities and structures; paints inside and outside of facilities; removes graffiti; repairs and/or replaces broken doors, glass, gates, locks, plant materials, and posts; patches roofs, as necessary.
- Performs landscaping and ground maintenance as necessary; operates and repairs irrigation systems; cleans up debris and picks up trash around facilities, structures, and easements; pours concrete for foundations, walks, and slabs; pours asphalt to complete road repairs.
- Assists in, monitors, and coordinates the work of contracted facilities maintenance services.
- Observes safe work methods and uses appropriate safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operates a variety of equipment and power tools, including but not limited to, vehicles, forklifts, loaders, generators, compressors, pressure washers, pneumatic, electric, hydraulic, and gasoline powered construction equipment.
- Completes building and site inspections and equipment monitoring associated with the facilities maintenance operations; maintains records and makes reports of work conducted or planned.
- Provides maintenance assistance, and coordinates work assignments across functional areas, such as those involved in water systems maintenance and repair, construction/reconstruction, plant, and dam maintenance operations, as assigned.
- Operates a variety of standard office equipment and technologies, including specialized software.
- Responds to emergency call out situations during working hours, after hours, and weekends and holidays as assigned.
- May assist in orienting or training new personnel, as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Facilities Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Methods and techniques of skilled and semi-skilled maintenance used in carpentry, plumbing, electrical work, custodial work and heating and air conditioning repair.
- The safe use and care of commonly used maintenance and construction equipment and tools.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Occupational hazards and safe work practices.
- Maintenance service contracts and invoicing procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language to effectively perform assigned work.
- English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of facilities and equipment maintenance troubleshooting and repair work.
- Ensure the timely and accurate completion of assigned maintenance and repair activities.
- Perform manual labor outdoors in temperature extremes for extended periods of time.
- Learn, read, and interpret building plans and blueprints, electrical schematics, piping system diagrams and other work diagrams with assistance, as needed.
- Read, understand, and ensure compliance with the District Safety Manual and District safety in the workplace procedures.
- Maintain current and accurate records on assigned maintenance activities.
- Work from verbal and written instructions, sketches, and/or service requests.
- Perform work independently and/or as part of a crew in the absence of direct supervision.
- Participate in oversight of, and work effectively and cooperatively with, District contracted service providers, as assigned.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

Equivalent to completion of twelfth (12th) grade.

Experience:

Facilities Maintenance Worker I

- One (1) year of building and facility maintenance, repair, and construction experience.

Facilities Maintenance Worker II

- Three (3) years of building and facility maintenance, repair, and construction experience.

Licenses and Certifications:

Facilities Maintenance Worker I

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

Facilities Maintenance Worker II

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- Possession of a valid Water Distribution Operator Grade I (D1) Certification issued by the California Water Resources Control Board or the ability to obtain one within 12 months of hire.
- Possession of, or ability to obtain within six (6) months of employment, Certified Boiler Attendant Certification.
- Possession of, or ability to obtain within six (6) months of employment, EPA 608 Certification Card, certified Type III Tech.

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

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit

for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.