

BUILDING MAINTENANCE WORKER I

DEFINITION

Under general supervision, to perform basic general maintenance and semi-skilled work in the maintenance and repair of City buildings, facilities, fixtures, and building equipment; to perform general cleaning and upkeep; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Building Maintenance Worker class series. Incumbents basic duties are in the maintenance, repair, and general cleaning of City buildings, facilities, and related machinery and equipment. It is distinguished from Building Maintenance Worker II in that Building Maintenance Worker II's perform a broader range of assignments with less guidance and supervision. When a Building Maintenance Worker I demonstrates requisite job skills and sound work habits, gains the requisite experience, and meets requirements, he/she may be promoted to the Building Maintenance Worker II level. Incumbents in this class are subject to twenty-four hour "call out."

REPORTS TO

Street Division Manager, Building Maintenance Worker II, or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Performs basic maintenance and semi-skilled work in the maintenance and repair of City buildings, facilities, and associated equipment; responds to repair requests and makes requisite repairs; replaces broken floor tiles; inspects buildings and facilities for needed repairs; obtains specialized skilled maintenance staff as warranted by needed repairs; moves furniture and equipment; operates hand tools, power equipment, and vehicles; performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors; cleans and vacuums rugs and carpets; waxes and polishes furniture and woodwork; cleans hallways, lobbies, and offices; cleans and disinfects restrooms and police department detention cells; cleans ceilings, walls, blinds, and light fixtures; empties and cleans waste receptacles; polishes metal work; cleans and disinfects restrooms; replenishes supplies; may wash windows; secures supplies needed for maintenance and cleaning work; and may be assigned to assist with other departments or divisions for maintenance and repairs as needed.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; written and verbal communication; use of office equipment including telephone; operate a motor vehicle; use hand tools and power equipment.

TYPICAL WORKING CONDITIONS

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with other staff.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Practices, tools, equipment, and materials used in the building trades.
- General cleaning methods and procedures.
- Safe work practices and procedures applicable to building maintenance work.

Ability to:

- Perform a variety of basic cleaning, maintenance, and semi-skilled work in the maintenance and repair of City buildings, facilities, and associated equipment.
- Recognize and locate conditions which require maintenance and repair.
- Use and care for hand and power tools used in building trades work.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.

Training and Experience:

- One (1) year of building maintenance and cleaning experience.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification issued by the American Red Cross or ability to become certified within six (6) months of employment.
- Possession of, or ability to obtain, appropriate certification and licenses as designated by the City of Atwater.

Education:

- Equivalent to graduation from high school.

License:

- Possession of valid California driver's license.

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