

BUILDING MAINTENANCE WORKER II

DEFINITION

Under general supervision, to perform a variety of 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 a fully experienced working level Building Maintenance Worker class series. Incumbents perform a variety of duties in the maintenance, repair, and general cleaning of City buildings, facilities, and related machinery and equipment. This class is distinguished from Building Maintenance Worker I in that incumbents are expected to perform a broader range of assignments on a more independent basis. Incumbents in this class are subject to twenty-four hour "call out."

REPORTS TO

Street Division Manager or as assigned.

CLASSIFICATIONS SUPERVISED

Lead position over Building Maintenance Worker I.

ESSENTIAL FUNCTIONS

Performs a variety of general 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; secures 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; verbal and written 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:

- Adhere to schedules for regular, periodic cleaning of assigned buildings and facilities.
- Work independently in the absence of supervision.
- Train assigned personnel.
- Perform a variety of general cleaning, maintenance, and semi-skilled work in the maintenance and repair of City buildings, facilities, and associated equipment.
- Read and understand plans, construction drawings, and blueprints.
- Recognize and locate conditions which require maintenance and repair.
- Use and care for hand and power tools used in building trades work.
- Estimate time and materials for maintenance assignments.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Two (2) years of increasingly responsible work experience in building maintenance and cleaning; or,
- One (1) year of increasingly responsible work experience as a Building Maintenance Worker I with the City of Atwater.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification issued by the American Red Cross.
- 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 a valid California driver's license.

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