

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. Bargaining Group: Miscellaneous Unit.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Building Maintenance Worker class series. 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. Incumbents in this class are subject to twenty-four hour "call out."

REPORTS TO

Public Works Superintendent, or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- 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.
- Cleans ceilings, walls, blinds, and light fixtures.
- Empties and cleans waste receptacles; polishes metal work.
- Replenishes supplies.
- May wash windows.

- Secures supplies needed for maintenance and cleaning work.
- May be assigned to assist with other departments or divisions for maintenance and repairs as needed.
- Perform related duties as assigned.

Knowledge of:

- Practices, tools, equipment, and materials used in the building trades.
- General cleaning methods and procedures.
- Principles and practices of preventative building maintenance.
- 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.
- Understand, follow, and complete oral and written instructions.
- Recognize and locate conditions which require maintenance and repair.
- Use and care for hand and power tools used in building trades work.
- Maintain appropriate certification and licenses as designated by the City of Atwater.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Learn and follow Department operations, policies, and procedures.

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

- Must be age eighteen (18) by date of appointment.
- Equivalent to the completion of the twelfth grade.

- Possession of a valid California driver's license.

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