



## Facilities Maintenance Worker

Class Code:  
601

### DEFINITION

Under general supervision of the General Facilities Supervisor, performs a variety of skilled and semi skilled maintenance, repair, and construction tasks in both shop and field environments in the alteration, repair, and maintenance of District equipment, buildings, and structures; develops cost estimates for jobs to be performed and requisitions supplies and materials; may provide training and direction to assigned personnel; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Facilities Maintenance Worker** is a District general facilities maintenance classification. Under general supervision, within a framework of established policies and procedures, incumbents independently perform skilled and semi-skilled tenant improvement work and building system maintenance tasks as required to alter, repair, and maintain District facilities. This class may provide direction and training to assigned personnel. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the General Facilities Supervisor. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the General Facilities Supervisor which supervises the work of skilled and semi-skilled personnel performing a wide variety of tasks related to the ongoing repair and maintenance of District buildings and grounds.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs a full-range of rough and finish carpentry and plastering on buildings and equipment, including repair and replacement of doors, windows, and building hardware.
- Uses blueprints, drawings, pencil sketches, written and oral specifications and instructions to build and erect stairs, partitions, sheds, fences, concrete forms, scaffolding, and other items.
- Researches and performs routine inspections of facilities and related equipment.
- Prepares surfaces and applies a variety of surface treatment applications, such as painting, coating, and sealants to structures, machinery, and equipment, using brush, rollers, and sprayers.
- Inspects, repairs, and/or connects pumps, fixtures, and all apparatus along with any issues relating to building plumbing, heating, and air conditioning systems; contacts and assists contractors as needed.
- Makes cost estimates of jobs to be performed; requisitions supplies and materials by their proper names; assembles materials and tools needed for projects while maintaining related paperwork.

- Maintains inventory of paints and sealants in accordance with Material Safety Data Sheet requirements.
- Mixes and prepares paints, lacquers, varnishes, calcimines, shellac, and other preservation materials.
- Maintains tools and materials; conducts and updates annual inventory of tools and equipment.
- Assembles, repairs, and designs furniture configurations to accommodate layout needs of the office.
- Repairs, replaces, and maintains sample stations throughout the District.
- Assists, plans, and coordinates District fire system testing and repair.
- Makes oral and written reports of work performed, unusual incidents, and dangerous conditions.
- Trains, and directs the work of assigned District personnel, contractors, and/or contract service personnel.
- Performs other related work as required.

## **REQUIREMENTS**

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

### **Education and Experience:**

Possession of high school diploma or its equivalent; and achievement of recognized journey level status in either painting or carpentry (normally 4 years of experience), which includes experience performing semi-skilled and skilled general building construction, maintenance, or repair work.

### **Knowledge, Skills, and Abilities:**

Knowledge of: principles and practices of painting, carpentry, and building system maintenance; identification and use of common hand, power tools, and welding; shop mathematics; safety regulations and practices related to construction, repair, and maintenance work; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan and perform maintenance on a variety of structures and facilities; safely and skillfully operate construction maintenance tools and equipment; accurately estimate time and costs of jobs to be performed; train and direct assigned employees; apply safe work practices; prepare surfaces for painting and a variety of coatings; skillfully match paint colors and mix paints to match as needed; skillfully use both brush and spray painting equipment; perform rough and finish carpentry and building systems maintenance work; read and interpret plans and diagrams; perform mathematic calculations related to shop and field work; follow oral and written instruction;

keep records and make verbal and written reports; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid California driver's license and maintain a satisfactory driving record.

**Working Conditions/Physical Requirements:**

The essential duties of this classification require the ability to work outdoors under various climatic and geographic conditions; to work in an environment with potential exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; in confined spaces; on ladders and/or scaffolding; and around hazardous equipment and machinery.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools and the ability to; feel the attributes of objects by touch; verbally exchange ideas and information; hear to receive verbal detailed information and instruction; see at arm's length to twenty feet with a good field of vision and distinguish basic colors; maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; climb stoop, kneel, crouch, reach, stand, and walk on a sustained basis; lift and carry tools and equipment and to push and pull objects frequently weighing up to 90 pounds and occasionally up to 150 pounds; use finger dexterity for fine manipulation and hand strength to operate and grasp tools and equipment.

Revised: 07/15, 11/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager