

March, 1984

SENIOR MAINTENANCE WORKER

JOB DESCRIPTION

Building Maintenance

RELATIONSHIPS

REPORTS TO:	Parks Superintendent
INDIRECT SUBORDINATE STAFF:	None
DIRECT SUBORDINATE STAFF:	None
OTHER INTERNAL CONTACTS:	Employees in Department, Employees in Other Departments
EXTERNAL CONTACTS:	Members of the General Public, Occasionally Employees at Other Organizations

SUMMARY STATEMENT

Under general supervision, performs varied semi-skilled and skilled manual tasks in the maintenance and repair of government buildings and furnishings. Employees in this class accomplish some assignments independently.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Clean buildings

Do minor carpentry work such as installing shelves, repairs on buildings and furniture

Do minor plumbing work, such as attaching fittings, replacing water closet parts

Install new equipment such as fans, emergency lighting units

Monitor performance of building equipment

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Do minor electrical work, such as installing light fixtures, time clocks, replacing wall outlets, photocells

Assist qualified leadworkers with other types of building-related work

Move supplies, furniture, various materials in buildings, between buildings

Maintain inventory of supplies

Do maintenance and minor repair work on light equipment such as vacuum cleaners, floor polisher, by cleaning the equipment, installing new components

Give instructions to temporary, part-time personnel

Do minor building repairs such as patch roof, replace damaged sections of sheetrock, install locks, replace broken windows and fixtures

Do minor furniture repairs such as reupholster seats of folding chairs, stain and paint furniture, replace casters

Assembly furniture

TYPICAL KNOWLEDGES/SKILLS/ABILITIES

Oral communication skills to speak with supervisor, co-workers and the public

Math skills - addition, subtraction, multiplication, division - in order to measure lengths, diameters, prepare ratio for household cleaners and agents

Writing skills to execute work orders, safety records, lists of supplies and various forms

Reading skills to understand written instructions, blue prints, manuals, labels, codes and ordinances pertaining to job, maps, work orders

Ability to follow oral and written directions

Ability to perform physical labor for many hours

Basic plumbing skills to connect fittings, install water closets

TYPICAL KNOWLEDGES/SKILLS/ABILITIES (cont'd)

Mechanical skills to maintain and make minor repairs on light equipment using appropriate tools and operation and maintenance manuals, such as cleaning equipment, replacing belts, ball bearings

Basic electric skills; for example, install and set timers, install light fixtures, wire connections, photocells, wall outlets using safety precautions and proper tools

Basic carpentry skills to build storage shelves, minor repairs on buildings and furniture using proper hand and power tools

Skill to move equipment, supplies and materials safely

Knowledge of systems in buildings being serviced; for example, heating and ventilating, electric and public address systems

Public relations skills to inform public of work in progress

Ability to assist qualified leadworkers with other types of building-related work

Knowledge of various waxes, polishes, cleansers

Skill to run buffer, floor polisher, vacuum and other janitorial utensils

Skill to replace seatcovers of folding chairs

PHYSICAL REQUIREMENTS

Seeing, hearing, speaking, stooping, moving over rough uneven ground, working in or under cramped spaces, climbing up to 15' high, lifting and carrying up to 100 lbs for 50 feet, standing for up to eight hour periods, performing physical labor up to eight hour periods, working outside when it is hot, cold and rainy and in dust/pollen

OTHER REQUIREMENTS

Willing to work nights, weekends, on call, overtime

Willing to belong to a union

Must have a valid Class III California Driver's License

MACHINES/TOOLS/EQUIPMENT

Hand and power saws, pumps, pickup truck, hand and power tools used for carpentry, electric and plumbing installations, electronic detection devices