SOUTH COAST WATER DISTRICT

FACILITIES MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a wide variety of building maintenance, repair and custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; performs basic carpentry, plumbing, and mechanical tasks to improve, maintain and renovate District buildings and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Support Services Manager. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

Facilities Maintenance Worker I: This is the entry-level classification in the Facilities Maintenance Worker series that learns to perform a variety of duties required to ensure that District buildings and facilities provide the highest level of safety for public and staff use. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Facilities Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Facilities Maintenance Worker II: This is the journey-level classification in the Facilities Maintenance Worker series that performs the full range of duties required to ensure that District buildings and facilities provide the highest level of safety for public and staff use. Incumbents are responsible for performing semi-skilled facilities maintenance tasks, including basic carpentry, plumbing, mechanical, and/or custodial work. Work may involve working around other District staff and/or the public, depending upon assignment. This class is distinguished from other maintenance related classes in the Support Service Division in that the latter perform semi-skilled to skilled maintenance work in a specified area, such as electrical and/or fleet maintenance, while the duties of this class are of a more general nature and related to the custodial function, requiring only basic knowledge of the more skilled trade work activities. This class is further distinguished from the Senior Facilities Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Performs custodial duties involving the care, maintenance, and cleaning of District buildings and related facilities.
- Cleans and sanitizes locker rooms, showers, and restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, and buffs floors and carpets.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows, mirrors, and walls.
- Cleans furniture and counter tops.
- Empties, cleans, and sanitizes waste receptacles.
- Performs basic maintenance and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, and replaces faucets and valves.
Performs basic carpentry tasks including building shelves, desks, and cabinets; paints and/or stains as necessary; and performs other related tasks.

Picks up and delivers a variety of materials including printed materials, equipment and supplies, and mail and packages; runs other District errands as required.

May oversee the work of contracted landscaping and grounds work in consultation with the Support Services Manager; communicates the progress and reports issues to the Support Services Manager.

Inspects structures; recommends special work required or necessary facility maintenance; may assist the Support Services Manager in evaluating vendors.

Observes safe working practices, including maintaining storage areas in a safe condition.

Follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.

Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.

Secures buildings after completion of work; reports unauthorized persons and other security problems.

Sets up rooms and equipment for classes, meetings, and other functions; moves and arranges furniture.

May provide training and technical direction to lower-level and temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.

Responds to emergency situations as necessary.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, and custodial tools and equipment.
- Practices, methods, equipment, tools, and materials used in maintaining and repairing buildings and facilities, including knowledge of basic carpentry, plumbing, painting, electrical, and mechanical work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Perform a variety of tasks in the maintenance and repair of District buildings and facilities.
- Safely operate a variety of power and hand tools used in custodial, carpentry, painting, and plumbing work.
- Clean and care for assigned areas and equipment.
- Work independently in the absence of supervision.
- Travel to different sites and locations.
- Inspect the work of others and maintain established quality control standards.
- Practice safe work habits; train others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
Maintain records and prepare work and time reports in building and facility maintenance areas.
Organize own work, set priorities, and meet critical time deadlines.
Operate modern office equipment, including computer equipment and software programs.
Use English effectively to communicate in person, over the telephone, and in writing.
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Facilities Maintenance Worker I: One (1) year of experience in janitorial or custodial work.

Facilities Maintenance Worker II: Two (2) years of experience in janitorial or custodial work. Experience in one or more of the building trades is desired.

Training:

Facilities Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

License or Certificate:

Facilities Maintenance Worker I/II:
- Valid California class C driver’s license with satisfactory driving record.

PHYSICAL DEMANDS
Must possess mobility to work in the field, in District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; color vision to identify wires and cables; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS
Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.