SOUTH COAST WATER DISTRICT

SENIOR FACILITIES MAINTENANCE WORKER

DEFINITION

Under general supervision, provides work direction and review to facilities maintenance workers; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex work in the maintenance, repair, and custodial duties of assigned buildings and facilities; performs carpentry, plumbing, and mechanical tasks to improve, maintain, and renovate District buildings and facilities; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

 Receives general supervision from the Support Services Manager. Exercises technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the lead-level in the facilities maintenance series that performs complex duties required to ensure that District buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance, repair, and cleaning of assigned facilities and buildings. This class is distinguished from the Support Services Manager in that the latter has the overall responsibility for all safety training and regulatory compliance, facilities and ground maintenance, electrical maintenance, District communications, and fleet maintenance and procurement functions for the District.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Provides technical and functional direction to assigned facilities maintenance staff; reviews and controls quality of work; provides input on employee evaluations; participates in performing routine to complex maintenance, repair, and custodial work.
- Plans, schedules, prioritizes, and assigns facilities maintenance and repair work in consultation with the Support Services Manager; inspects structures and recommends special work and facilities maintenance required; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment, and other resources needed to complete day-to-day work.
- Requests supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for assigned division; assists the Support Services Manager in evaluating vendors.
- Oversees 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.
- Performs a variety of custodial duties involving the care, maintenance, and cleaning of District buildings and related facilities.
- Performs a variety of routine to complex plumbing and carpentry maintenance and repair duties; 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.
Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.

Overssees and maintains records of maintenance and cleaning activities.

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

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

Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

Answers inquiries from staff regarding work performed; maintains accurate records of work performed.

Performs related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Basic principles of supervision and training.
- 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 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:**

- Plan, schedule, assign, and oversee activities of facilities maintenance, repair, and custodial personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and other related projects.
- 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.
- Travel to different sites and locations.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Make accurate arithmetic calculations.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- Organize own work, set priorities, and meet critical time deadlines.
Classification Description

Senior Facilities Maintenance Worker

➢ 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:

Four (4) years of increasingly responsible experience in janitorial or custodial work, including experience in one or more building trades.

Training:

Equivalent to the completion of the twelfth (12th) grade.

License or Certificate:

➢ 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.*