

BUILDING MAINTENANCE AIDEDEFINITION

Under direct supervision, performs a wide variety of preventative maintenance and repair work in City facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Replaces burned out lights in offices, gymnasiums and other facilities with high ceilings; lubricates bearings, hinges and locks; replaces filters in air conditioning systems and other machinery; paints interior and exterior surfaces, such as walls, doors, gates and ceilings; performs minor repairs to walls, doors, windows and furniture; operates computer-controlled energy management system; assists in the repair of water, heating and air conditioning systems, plumbing, electrical and lighting fixtures, fire and safety systems, the pneumatic tube system and other equipment and systems; performs preventative maintenance work on a wide variety of equipment and machinery; operates, in accordance with safe practices, various hand and power tools; completes work orders and preventative maintenance documentation; performs other related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This entry-level classification requires versatility and flexibility in the performance of a wide range of repair and maintenance duties, although it does not require in-depth knowledge of any mechanical or maintenance specialty. The class is distinguished from the higher-level classification of Building Maintenance Technician by the latter class' increased complexity of duties, higher skill level, and greater independence of action.

RECOMMENDED MINIMUM QUALIFICATIONS

Some experience in the maintenance and repair of facilities and equipment or any equivalent combination of experience and training that provides the knowledge, skills and abilities listed below. Completion of a trade school apprenticeship in painting, electrical, industrial electronic, plumbing, carpentry, energy management, heating/ventilation/air conditioning or a related area can be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: materials, equipment, repair methods and tools used in facility maintenance; safe work practices; basic knowledge of the repair and operation of buildings and machinery.

Skill in: the use of tools and equipment related to facility and building maintenance and repair.

Ability to: perform maintenance and repairs in the area of work assigned; properly and safely use and maintain tools and equipment; follow all safety and environmental requirements; read and understand blueprints and schematics, warning labels and material safety data sheets; take direction and follow written and verbal instructions; establish and maintain courteous and professional working relationships with other employees.

SPECIAL REQUIREMENTS

Must possess and maintain a valid California Class C driver's license; must be able to lift and carry 50 pounds; willingness and ability to work any shift, including on weekends and holidays.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is self-motivated and demonstrates a willingness to learn. This responsible team player effectively communicates with city employees, maintains a strong customer service focus and provides quality service.

Class title established per Council Resolution No. 2007-045,
effective 7-01-07.

Class specification prepared and approved: 09/07

ADA Approved: 09/07