

CITY OF COVINA

BUILDING MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs maintenance, and repair work for City facilities; including minor electrical, rough carpentry, minor plumbing, and painting; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Building Maintenance Worker** is the journey level class that provides maintenance, upkeep, construction repair, and cleaning to City buildings.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision and assignments from higher-level public works management staff. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Moves and arranges furniture and equipment, replaces light bulbs, and performs building and facility repairs, such as painting; repairs office furniture, and cabinets as requested.
- Performs a variety of maintenance, repair, painting, diagnostic, and minor carpentry, plumbing, locksmith and simple electrical repairs of buildings and structures; inspects the conditions of buildings and structures and reports needed repairs and unsafe conditions to supervisor.
- Performs simple to semi-skilled carpentry, masonry, plumbing and painting to maintain City facilities.
- Checks and secures doors, windows, and property of City buildings and inspects premises against damage by fire, water, theft, and illegal entry.
- Operates equipment and performs preventive maintenance and minor repair on a variety of hand and power tools.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50

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pounds or more is also required. Additionally, the incumbent in this position may work outside in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, and work in an environment which may include exposure to toxic/hazardous gasses and chemicals, and involves confined spaces.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Building Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma and two years of experience in general maintenance and repair of buildings and related equipment.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, chemicals, disinfectants, equipment and supplies used in building maintenance; equipment and supplies used to do minor repairs; first aid and applicable safety precautions.

Ability to:

Read and understand signs, labels, work schedules and written instructions; write and enter information on work orders; work independently; complete daily activities according to work schedule; perform building maintenance work; lift heavy objects; walk and stand for long periods of time; communicate effectively with the public, co-workers and supervisors both orally and in writing; use equipment and tools properly and safely; Understand and follow written and oral instructions with persons contacted during the performance of duties; establish and maintain effective working relationships.

Skill to:

Operate general maintenance equipment properly and efficiently, such as shop tools, hand tools, painting equipment.