
Position:	Building Maintenance Worker I	FLSA:	Non-Exempt
Department/Site:	Maintenance and Operations	Salary Grade:	15
Reports to/Evaluated by:	Supervisor of Trades	Salary Schedule:	Operations

SUMMARY

Under supervision, performs a variety of semi-skilled to skilled work in the alteration, maintenance, and repair of District equipment, buildings and building facilities and systems. Work is performed under general supervision of the Supervisor of Trades or a Building Maintenance Mechanic. Works independently or as a member of a maintenance crew in performance of semi-skilled to skilled tasks in one or more trades. May specialize in one trade but is expected to work in a variety of trades as directed. Work relationships may extend beyond the peer group to District staff in other departments, outside contractors, faculty and students. Work may be outside in adverse weather conditions.

DISTINGUISHING CAREER FEATURES

Position requires generalized experience in the building trades. This is the entry level position of the Building Maintenance career ladder. Advancement to higher levels possible with increased knowledge of building maintenance and/or specialized training in one of the basic or advanced trades in addition to two years at the Building Maintenance Worker I level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans, maintains, and repairs building fixtures and equipment including locks, windows, doors, screens, blinds, gutters, drains, shelving, and kitchen utensils. Replaces light bulbs and fuses. Makes simple repairs to furniture, asphalt tile, acoustical tile, linoleum and carpet.
- Assist Building Maintenance Mechanics in various trade areas such as carpentry, welding, painting plumbing, and HVAC. May be trained to focus on area of specialization and assigned basic projects in these areas.
- Performs a variety of building maintenance work including lubricating, regulating and repairing sewage and water systems, lines, and equipment.
- Assists in maintaining and repairing electrical lines and fixtures. Assist in cleaning and inspecting boilers. Assists in repairing roofs. Assists in painting buildings and equipment. Assists in performing water chemistry testing and treatment.
- Assists in the repair and maintenance of sidewalks and roads, irrigation systems and equipment.
- Operates and performs minor maintenance on light equipment including tractors, power mowers, skip loaders, forklifts, and other labor saving devices. Operates power tools. Assists with District related set-ups.

- May need to read and interpret blueprints and designs. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Requisitions supplies and prepares records of work done.
- Performs preventive maintenance on the air conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors.
- Performs related duties as assigned.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of building trades practices and principles sufficient to perform routine maintenance and repair tasks. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Must know and understand safety rules and regulations. Must have basic record keeping and report writing skills. Requires communication skills sufficient to discuss and understand somewhat technical information and to interact with the normal range of contacts usually found at this level.

Abilities: Requires the ability to perform all of the essential duties of the position. Requires the ability to operate equipment and vehicles including, but not limited to power riding lawn mowers, power blowers, and light duty trucks.

Physical Abilities: Requires the ability to stand for extended periods of time, walk up to 400 yards uninterrupted, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 50pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

Working Conditions: Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area. Work conditions may be unpleasant and uncomfortable due to physical positions and/or environmental extremes.

Education and Experience: High School diploma or equivalent; supplemented by one (1) year experience performing a variety of basic maintenance and repair of buildings and related equipment.

Licenses and Certificates: Requires a valid California Driver's License and medical examination card.