

CLASSIFICATION ADDENDUM

Job Title: Building Maintenance Worker

Classification Specification: Maintenance Specialist

Barg Unit: AFS

Pay Grade: B22

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Building Maintenance Worker performs a wide variety of building maintenance and repair; grounds and landscape maintenance and custodial services for buildings and offices; performs general carpentry duties; makes minor adjustments to mechanical, plumbing; coordinates work with vendors and contractors as needed; paints and lays carpet and flooring; activates and monitors security systems, sprinkler systems, and fire alarm systems; works with internal and outside organizations on programs/projects involving City buildings. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In building maintenance and repair, to include basic construction and maintenance of mechanical units, heating and cooling, plumbing, and custodial work.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Building maintenance, repair and alteration procedures, techniques and processes;
- Hand tools and other equipment generally utilized in building maintenance, repair, and construction;
- Building, mechanical, plumbing, alarm, security and sprinkler systems;
- Equipment and methods used in performing building custodial services;
- General building codes.

Skills: *(Demonstrated skill in performing the following)*

- Working from sketches and blueprints sufficient to perform the duties of the position;
- Coordinating services, activities and projects with contractors;
- Learning and utilizing building maintenance systems.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Heavy Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. This position requires the ability to lift 80 pounds.

Addendum History

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