



Building Maintenance Worker

General Information

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| Classification Code: | MNTSPC |
| Effective Date: | 03/11/2021 |
| Pay Grade: | B22 |
| FLSA Status: | Non-exempt |

Position Summary

The Building Maintenance Worker performs a variety of work to keep the facilities, electrical, mechanical and structural support systems functioning properly including activating and monitoring electronic security door, sprinkler and fire alarm systems and all aspects of building remodeling, construction and office relocations. Works with internal staff and external organizations on programs/projects involving City buildings. Performs related duties as assigned.

Classification Characteristics

The Maintenance Specialist is a broad classification responsible for performing a variety of skilled and semi-skilled maintenance tasks. Maintenance Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Performs routine maintenance and inspections of HVAC systems and circulation pumps including cleaning screens and changing filters. Monitors and adjusts computer-controlled HVAC and lighting systems. Completes safety inspection of elevators and troubleshoots issues. Tests electrical equipment, electric motors, alarm batteries, lighting, and lighting components per established schedules.
- 2 Monitors, inspects and works with contractors, licensed electricians, plumbers and HVAC technicians to repair and maintain building systems including, but not limited to, HVAC systems, elevators, fire alarm systems, fire extinguishers, fire sprinklers, security systems and overhead garage doors.
- 3 Performs ADA compliance and building safety checks to ensure compliance with applicable regulations and guidelines. Assists in the development and implementation of the preventative, corrective and major maintenance programs and maintenance schedules.
- 4 Designs, constructs, remodels and assembles office furniture, cabinets, shelving and partitions. Fabricates, repairs, installs, and maintains doors, frames, windows, and partitions. Repairs and makes alterations of office furniture, doors, and other structural modifications. Modifies or remodels buildings, caulks and repairs windows, installs drywall and plastering, paints interior and exterior surfaces, installs floorings and repairs roofing. Works with cement and masonry.
- 5 Responds to emergency calls, including afterhours response within required timeframe. Position may involve working overtime and on weekends as needed.

| Essential Duties | |
|-------------------------|--|
| 6 | Delivers excellent customer service to diverse audiences. Responds to customer service requests, questions and complaints. Maintains a positive customer service demeanor and delivers service in a respectful and patient manner. |
| 7 | Monitors and maintains appropriate levels of inventory and supplies required to complete building maintenance and repairs; inventory, materials, and supplies. Maintains complete records and prepares detailed reports as necessary for building maintenance projects; assists supervisor in preparing cost estimates and budgets for building maintenance. |
| 8 | Performs a variety of routine maintenance activities including replacing light bulbs, installation and maintenance of doors, locks, handles and door entry systems. Effectively responds to emergency spills, clean-up, and repair calls. Maintains grounds to include graffiti remediation, litter cleanup and landscaping maintenance. |
| 9 | Performs regularly scheduled maintenance and plumbing repairs not requiring a plumber's license. Repairs, reseals and replaces plumbing and restroom fixtures such as sinks, faucets, toilets, urinals and partitions. Performs drain system cleaning. |
| 10 | Uses resources including the internet to research materials, maintenance repair upgrades, and order parts and supplies. Uses a computer to receive and respond to emails, schedule work, and report issues. |
| 11 | Repairs and maintains a variety of appliances including dishwashers and garbage disposals. |
| 12 | Performs other duties of a similar nature or level. |

| Functional Specific Responsibilities |
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| N/A |

| Qualifications |
|---|
| <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or GED and 2-5 years of progressively responsible experience in position or specialization related to assignment or an equivalent combination of education and experience. • Ability to pass job-related physical assessment. • Basic understanding of electrical circuits, residential or commercial HVAC system minor diagnosis, and basic plumbing troubleshooting. • Specialized knowledge specific to area of assignment may be required. |
| <p>Licensing/Certifications:</p> <ul style="list-style-type: none"> • Possession of and the ability to maintain a valid Driver's License at time of appointment. • Ability to possess and maintain Criminal Justice Information Systems (CJIS) security clearance and requirements. • May require First Aid and CPR certification. |
| <p>Technology Skills:</p> <ul style="list-style-type: none"> • Calendar and scheduling software — Computerized time management systems • Electronic mail software — Microsoft Outlook. • Industrial control software — Digital direct control DDC energy management software • Internet browser software — Web browser software. • Office suite software — Microsoft Office. • Spreadsheet software — Microsoft Excel. • Word processing software — Microsoft Word |

Qualifications

Knowledge Required:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Electrical — Knowledge of electrical circuits, including troubleshooting and maintenance.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing — Repairing machines or systems using the needed tools.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Operation and Control — Controlling operations of equipment or systems.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Qualifications

- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Far Vision — The ability to see details at a distance.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Gross Body Coordination — The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

Physical Requirements

| Key | None 0% (0 hrs.) | | | | | Seldom 1-10% (Up to 1 hrs.) | | | | | Occasionally 11-35% (Up to 3 hrs.) | | | | | Frequently 36-75% (3-6 hrs.) | | | | | Continuous 76-100% (6+ hrs./day) | | | | |
|--------------------------|------------------------|-------|--------|--------|---------|-----------------------------------|-------|--------|--------|-------------|--|------------------------------|--------|--------|---------|------------------------------------|-------|--------|--------|---------|--|-------|--------|--------|---------|
| | 0% | 1-10% | 11-35% | 36-75% | 76-100% | 0% | 1-10% | 11-35% | 36-75% | 76-100% | 0% | 1-10% | 11-35% | 36-75% | 76-100% | 0% | 1-10% | 11-35% | 36-75% | 76-100% | 0% | 1-10% | 11-35% | 36-75% | 76-100% |
| BODY POSITIONS | | | | | | | | | | | | PUSH/PULL | | | | | | | | | | | | | |
| Standing | | | | | | | | | | 0-10 lbs. | | | | | X | | | | | | | | | | |
| Sitting | | | | | X | | | | | 11-20 lbs. | | | | | X | | | | | | | | | | |
| Walking – Even Surface | | | | | | | | | | 21-50 lbs. | | | | | X | | | | | | | | | | |
| Walking – Uneven Surface | | | | | X | | | | | 51-75 lbs. | | | | | X | | | | | | | | | | |
| Kneeling | | | | | X | | | | | 76-100 lbs. | | | | | X | | | | | | | | | | |
| MOVEMENTS | | | | | | | | | | | | ENVIRONMENTAL HAZARDS | | | | | | | | | | | | | |

| Physical Requirements | | | | | | | | | | |
|---------------------------|---|--|---|---|--|-----------------------------|---|--|--|---|
| Bending/Stooping | | | | X | | Indoors | | | | X |
| Twisting | | | | X | | Outdoors | | | | X |
| Crawling | X | | | | | Dust | X | | | |
| Squatting/Crouching | | | X | | | Fumes/Odors/Gasses | X | | | |
| Balancing | | | | X | | Chemical Agents | X | | | |
| Reach – Overhead | | | X | | | Biological Agents | X | | | |
| Reach – Forward | | | X | | | Noise – Low | X | | | |
| Reach – Backward | X | | | | | Noise – Moderate | X | | | |
| Climbing – stairs | | | X | | | Noise – High | X | | | |
| Climbing - ladder | X | | | | | Low Light | X | | | |
| USE OF HANDS | | | | | | Heat | X | | | |
| Grasping – whole hand | X | | | | | Cold | X | | | |
| Grasping – pinch grip | X | | | | | Restricted workspace | X | | | |
| Fine manipulation/feeling | X | | | | | Vibration – whole body | X | | | |
| Keyboarding | X | | | | | Vibration - extremity | X | | | |
| LIFT/CARRY | | | | | | JOB SPECIFIC | | | | |
| 0-10 lbs. | | | X | | | Driving – vehicle/equipment | X | | | |
| 11-20 lbs. | X | | | | | Operate foot controls | X | | | |
| 21-50 lbs. | X | | | | | Seeing | | | | X |
| 51-75 lbs. | X | | | | | Talking | | | | X |
| 76-100 lbs. | X | | | | | Hearing | | | | X |
| | | | | | | Extended work hours | X | | | |

Classification History

Created/Adopted: 2012.01
 2021.03 – Reformat & revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____