



CITY OF CHINO

Building Maintenance Worker

Definition:

Under general supervision, performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities; and performs related work as assigned.

Class Characteristics:

Building Maintenance Workers are expected to perform assigned activities without detailed instructions as to specific procedures to be followed and may also be expected to assist in the training of less experienced personnel.

Essential Functions:

- Diagnose, repair, and maintain electrical equipment; repair motors and appliances; install and repair electrical wiring and lighting circuits in connection with the repair or alteration of buildings and facilities; troubleshoot electrical malfunctions making necessary repairs; replace ballasts, fluorescent tubes, and bulbs.
- Install building alarm systems and keyless access systems.
- Perform rough in, top out, and finish plumbing to replace broken pipes; clean plugged drains; perform routine maintenance on valves, fittings, and other fixtures; install new plumbing fixtures; build cabinets and shelves; construct or repair walls, platforms, and ramps; hang doors; finish wood and repair a variety of wooden objects.
- Prepare surfaces for painting; apply paint, varnish, shellac, enamel, or other protective finish to various surfaces; repair playground equipment; pour and finish concrete for monuments and plaques; move furniture and office equipment; install and modify modular workstations.
- Respond to emergency calls for building maintenance services.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history.

Education:

- High School Diploma or G.E.D. (required).

Building Maintenance Worker

Experience:

- Two years of relevant experience.

Working knowledge of:

- Common tools and equipment used in construction and maintenance work.
- Materials, tools, and methods used in general building repair and maintenance.

Ability to:

- Prepare specifications and obtain bids for minor building improvement projects.
- Schedule and coordinate the work of various vendors and contractors.
- Maintain accurate records.
- Perform heavy manual labor and physically strenuous tasks on a regular basis.
- Lift 90 pounds on a regular basis.
- Perform unskilled, semi-skilled, and/or skilled tasks in a variety of construction and maintenance activities.
- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Apply policies and procedures.
- Work safely, efficiently, and independently.
- Read and interpret basic blueprints.
- Perform light carpentry and plumbing.
- Perform a variety of building maintenance.
- Accurately read gauges and testing equipment.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Use and care for a variety of tools and equipment common to building maintenance and repair activities.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Respond to emergency and problem situations in an effective manner.

Special Requirements:

- Work a varying schedule (hours/days may be adjusted as needed) and respond to after-hours calls for service.
- Due to safety regulations, when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Building Maintenance Worker

Physical Profile:

Category III; 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Services) or Part-time/Temporary/Seasonal

Revised: 10/20/2006

Replacing Building Maintenance Worker classification specification dated 8/1/02.

\\Ch0crfs01\hr\Job Descriptions\Current Versions\Community Services\Building Maintenance Worker 10202006.doc