



City of Watsonville

Job Description

JOB TITLE: Building Maintenance Worker/Sr. Building Maintenance Worker **DATE APPROVED:**

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Facilities and Maintenance Supervisor

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non Exempt

JOB SUMMARY:

To perform a variety of skilled and semi-skilled tasks and operations in the maintenance, alteration and repairs of buildings, facilities and equipment. This job class may be assigned to perform graffiti removal from public and private property throughout the City. This job class requires a high degree of technical knowledge and skill in painting and one or more of the other skilled trades described herein.

DISTINGUISHING CHARACTERISTICS:

This job classification functions at the journey level and is distinguished from the Custodian classification in the increased level of technical skill required in the area of maintenance and repair of buildings, facilities and related equipment. Employees in this classification remove graffiti from walls, buildings, fences and utility poles. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

The Sr. Building Maintenance Worker is the advanced journey-level classification in the Building Maintenance Worker series and is responsible for providing lead direction and training to assigned staff, and for ensuring that facilities are maintained in a safe and effective working condition. This classification is distinguished from the Facilities and Maintenance Supervisor in that the latter has overall administrative and operational responsibility.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Performs skilled trades work in painting, drywall installation and repair and carpentry.
- Performs semi-skilled trades work in plumbing and electrical on buildings and equipment.
- Determines work procedure; prepares time, cost and material estimates.
- Performs scraping, sanding, sealing, caulking and other prep work prior to painting.
- Performs taping and texturing of walls and other surfaces.
- Applies paint by brush, roller and airless sprayer.
- Uses a pressure washer to remove graffiti.
- Applies graffiti-preventive coatings.
- Uses solvents to remove graffiti.
- Mixes paints to achieve high quality color matching.

- Communicates with tenants, homeowners and business persons regarding graffiti problems including recommendations for preventative measures.
- Maintains written and photographic records using a computer, Polaroid and digital cameras.
- Recommends and implements preventative measures relating to graffiti including lighting, landscaping and other measures.
- Diagnoses and repairs minor electrical problems.
- Performs minor plumbing repairs.
- Installs and repairs cabinets and countertops, doors, windows, roofs, partitions.
- Performs general construction work.
- Performs maintenance, repair and construction work in compliance with building codes

Sr. Building Maintenance Worker

- Provides lead direction and training to lower-level staff; reviews completed work to ensure quality and completeness; provides input to the supervisor on staff performance.
- Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of projects; acquires necessary resources as appropriate.
- Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
- Maintains records and logs of daily activities.
- Assists with special events as needed.
- Performs related duties as assigned.
- Works safely and abides by established safety rules.
- Uses a telephone and communicates via radio.
- Climbs ladders; reaches above and below shoulder level; grasps with right and left hands; walks on uneven surfaces; lifts 50 lbs.
- Maintains accurate records and prepares reports related to assignments.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Usage of a variety of equipment used in painting, plumbing, carpentry, drywall construction, carpentry and related maintenance and repair projects.
- Methods, materials and practices used in painting, plumbing, carpentry, drywall construction and related maintenance and repair activities.
- Basic operation of a personal computer.
- Occupational hazards and standard safety practices.
- Principles and practices of recordkeeping.

Ability to:

- Perform skilled and semi-skilled building and public works maintenance and repair work including painting, plumbing, carpentry and drywall construction.
- Understand and follow oral and written directions in an independent manner.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Distinguish colors of paint with a high degree of accuracy.

Sr. Building Maintenance Worker

- Oversee and evaluate the work of contracted services.
- Review work to be performed and identify resources necessary to complete the work.
- Monitor and enforce relevant laws, regulations, policies, and procedures.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Distinguish paint colors with high degree of accuracy
- Use paint brush, roller and airless sprayer
- Use pressure washer
- Mix paint
- Use a computer, Polaroid and digital cameras
- Climb ladders
- Reach above and below shoulder level
- Grasp with right and left hands
- lift 50 lbs.
- See adequately to read text, correspondence, and fine print
- Use a copy machine, calculator, telephone and write or use a keyboard
- Work indoors and outdoors using near vision for prolonged periods
- Drive an automobile
- Bend, stoop, reach, twist, and kneel
- Walk on uneven surfaces
- Hear adequately to converse on the telephone and in person

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- One year of journey level experience in building trades work or four years of increasingly responsible experience in a wide variety of semi-skilled building maintenance and repair work.
- Three years of experience painting interior and exteriors of buildings.

Sr. Building Maintenance Worker

High School Diploma or GED.

- Five years of relevant work experience, with at least one year in a lead capacity.
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record