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Specifications for the Classes:

BUILDING MAINTENANCE WORKER I and II

DISTINGUISHING CHARACTERISTICS

BUILDING MAINTENANCE WORKER I - This is the fully competent worker in the series. Independently performs a variety of skilled building maintenance and repair work as a regular and continuing work assignment; may supervise one or more building maintenance helpers, or other helpers assisting in the work.

BUILDING MAINTENANCE WORKER II - This is the working supervisor in the series. In addition to performing skilled building maintenance and repair work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of work and demonstrating proper work methods.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

BUILDING MAINTENANCE WORKER I - Checks building, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs, including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and hangs doors; repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphalt concrete walkways and driveways; performs woodwork such as removing and replacing shelves, cabinets, sink tops, partitions, steps, porches, and termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces drop cords; performs electrical work under the supervision of a licensed electrician (e.g., replaces electrical fixtures, fuses, switches; installs new electrical outlets; locates and repairs shorts in electrical circuit); performs plumbing work under the supervision of a licensed plumber (e.g., replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls); unclogs drains and sewers; sands, paints and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings,

and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates and regulates such equipment as water heaters, ventilating and air conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operate a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

BUILDING MAINTENANCE WORKER II - Supervises and participates in the repair and maintenance of buildings; in addition to performing skilled building maintenance repair work, plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; works alongside subordinates to set pace and quality of work; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; requisitions materials; inspects work in progress and upon completion for proper quality of work; makes oral and written reports of work completed by the crew.

MINIMUM QUALIFICATION REQUIREMENTS

Experience and Training:

BUILDING MAINTENANCE WORKER I - Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

BUILDING MAINTENANCE WORKER II - Six (6) years of work experience in performing a variety of building maintenance repair work, of which two (2) years shall have been as a fully competent worker, or any equivalent combination of training and experience.

Knowledge and Abilities Required:

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform

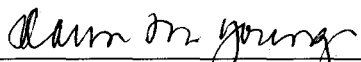
maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions. In addition, for Building Maintenance Worker II, ability to plan, lay out, assign and review the work of other skilled building maintenance workers; give and follow oral and written instructions; and keep records and prepare reports.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes Building Maintenance Worker I and II, which were approved on April 13, 1983.

DATE APPROVED: 1/27/2012



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