



CITY OF ORINDA

FACILITY MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform a variety of semi-skilled work in the cleaning, operation, maintenance, repair, alteration and construction of City infrastructure, including parks, sports fields, tot lots, landscaped areas, buildings, facilities, and fixtures including carpentry, plumbing, irrigation, painting, mechanical, heating, air conditioning, and electrical trades work.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a variety of duties related to the cleaning of buildings including: sweeping, vacuuming, mopping, scrubbing, polishing floors, carpet spot cleaning, and dusting; polishing furniture, equipment, and metal work; washing walls; cleaning windows, blinds, cabinets and wood work; and emptying waste receptacles.

Install, repair, and maintain irrigation systems: adjust, repair and replace timing mechanisms; and monitor operation.

Clean restrooms and replenish supplies.

Check heating, ventilation, plumbing and electrical system for proper operation; assist with minor repairs or report inoperative systems.

Perform minor maintenance and repair of buildings, including replacing light bulbs, unplugging drains, and adjusting, arranging, and moving furniture.

Maintain and repair City facilities, parks, sports fields, landscaped areas, equipment, and buildings by performing a variety of semi-skilled carpentry, irrigation, electrical, painting, plumbing, heating and air conditioning, and mechanical repair work.

Adjust, repair and inspect heating, ventilation, and air conditioning equipment.

Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from lines.

Perform semi-skilled carpentry work including the construction, installation, remodeling and repairing of cabinets, partitions, walls, windows, doors, foundations, and other carpentry work.

Inspect assigned areas; correct or report safety hazards and vandalism; clean and maintain parks, athletic fields, paths, walkways, stairways, buildings, facilities and parks; pick up trash and litter.

Install, maintain and repair a variety of floor coverings such as carpeting, tile, linoleum and wood.

Operate, maintain and repair a variety of hand, mechanical and cleaning tools and equipment.

Set up and take down classrooms and meeting rooms and set-up for special events.

Prepare and groom sports fields for City activities such as softball, baseball, and soccer.

Lock and secure buildings and facilities.

Clean and remove graffiti.

Respond to questions and complaints from the public; carry out assignments in a non-disruptive manner in areas receiving heavy public use.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices and equipment used in building, park, and landscape maintenance and repair services and activities including a variety of building trades work including irrigation.

Methods, materials, chemicals, and equipment used in custodial work.

Methods and techniques of planting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.

Occupational hazards and standard safety practices necessary in the maintenance and repair of buildings and building facilities.

Principles and procedures of record keeping.

Reading and interpreting plans, specifications, blueprints, and schematics.

Basic theory of electricity.

Basic theory and practice of heating, ventilation, and air conditioning systems.

Policies, procedures and codes related to the maintenance and repair of buildings facilities, parks, sports fields, and landscaped areas.

Preventive maintenance requirements.

Safe driving principles and practices.

Skill to:

Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Perform a full range of semi-skilled building maintenance and repair work.

Identify building, park and landscape maintenance needs and take corrective actions.

Work independently in the absence of supervision.

Repair and maintain a variety of mechanical equipment.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Perform heavy manual labor.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Use computer for email, entering reports, and scheduling maintenance of facilities, parks, and sports fields.

Establish, maintain, and foster positive and harmonious working relationships with those

contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of experience in the full range of general, park, landscape maintenance or construction work.

Training:

Equivalent to a high school diploma.

License or Certificate:

Possession of a valid CA driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to heat, noise, outdoors, vibration, confining work spaces, chemicals, explosive materials, mechanical and electrical hazards; ability to travel to different sites and locations.

Employee Group:	General Employee
FLSA Status:	Non-Exempt
Revised:	August 2013