

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **BUILDING MAINTENANCE WORKER**

**2223**

#### **GENERAL PURPOSE:**

Performs a variety of building and facility maintenance duties in city buildings and facilities. Work performed includes carpentry, electrical, plumbing, and mechanical duties. Employees in this classification supervise custodial staff and hire summer help. Employees in this classification perform work of a custodian on an as-needed basis to cover vacancies and absences of custodial staff in buildings as assigned.

#### **CLASSIFICATION SUMMARY:**

The principal function of an employee in this class is to perform manual and semi-skilled work associated with the construction, repair and maintenance of the City's buildings and facilities. The work is performed under the supervision of the Building Maintenance Supervisor. An employee in this class performs the duties of other employees in the City as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards. The Building Maintenance Worker reports to the Building Maintenance Supervisor who assigns work tasks. Building maintenance duties are performed independently, using skills brought to the job. Janitorial duties are performed on an as-needed basis according to established routines and procedures and are repetitive in nature. Building Maintenance Workers supervise custodial staff and summer help.

#### **ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Repairs, replaces, and installs a wide range of electrical components including electrical motors, circuits, wires, outlets, fixtures, appliances, ballasts, HVAC systems and lights.

Schedules projects and work arrangements to provide minimum interference with City and Department operational duties and assignments.

Negotiates and develops informal agreements with outside contractors on project scope, work to be performed, and materials used.

Repairs, replaces, and installs plumbing fixtures and appliances.

Orders custodial and maintenance supplies and compiles a yearly detailed inventory and distribution report on custodial supplies for the city budget.

Uses a city-issued credit card to purchase parts and supplies; keeps detailed records of purchases made.

Maintains all chemical records (MSDS) used by custodial staff in numerous buildings.

Removes snow from around city buildings.

Must be able to work unsupervised by departmental personnel in sensitive areas such as the police and fire departments.

Lifts and moves furniture within and between buildings.

Provides remodeling services requiring carpentry skills; fastens cabinets to walls, replaces doors and locks.

Performs the duties of a custodian; cleans windows as required.

Supervises custodial staff and arranges for custodial projects to be completed.

Attends work on a regular and dependable basis.

Fills in for Building Maintenance Supervisor during their absence.

Interacts in a professional and respectful manner with city staff and the public.

Travels from one building to the next as the vehicle driver or a passenger.

Performs preventative maintenance duties such as changing filters and lubricating equipment.

Responsible for heating/cooling diagnosis and problem-solving under supervision of the Building Maintenance Supervisor.

#### OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

#### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

##### Knowledge of:

- The standards, methods, materials, tools, equipment and safety processes used in the electrical, plumbing, HVAC, and carpentry trades and crafts;
- Equipment and supplies used in performing janitorial duties;
- Occupational hazards and safety precautions involved in general building and maintenance work;

##### Ability to:

- Perform general building maintenance and repair work involving plumbing, carpentry, mechanical, and electrical skills;
- Perform janitorial duties;
- Understand and execute oral and written instructions and to read and understand building and equipment diagrams and maintenance instructions;
- Lift and carry 50 pounds safely;
- Bend, stoop, reach, and work safely from ladders;
- Work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards;
- Identify and recommend improved methods of performing the work;

- Establish and maintain effective working relationships with supervisor, co-workers, building occupants, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Supervise custodial staff;
- Obtain and maintain a valid driver's license and a safe driving record.

#### MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

One year of general building maintenance experience involving plumbing, electrical, carpentry, and mechanical skills, and the ability to perform janitorial work; or substituting any equivalent combination of experience and training; physical strength and agility required by the position.

#### TOOLS AND EQUIPMENT USED:

25-range electrical multimeter; handtools including, but not limited to, hammer, drill, sawpipe, wrenches, screwdrivers, pliers, various saws; janitorial equipment; plumbing equipment; electrical components; motor vehicle; snow shovels and throwers; and computer.

#### WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is often exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

The noise level in the work environment ranges from moderately quiet to extremely noisy depending on the task being performed.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Adopted: 9/82                      Revised: 9/91, 5/94, 12/01, 9/05