



Job Code:
FLSA: NE
Unit: PCEA
Revised:

Building Maintenance Worker I

DEFINITION

Under supervision, performs a variety of custodial, minor building maintenance, and preventative maintenance duties associated with the care and upkeep of City buildings, offices, structures and their attendant equipment. Works a variable schedule; performs related work and training as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate direction from a Building Maintenance Worker II or Lead Support Services Worker, with supervision provided by the Support Services Superintendent. May direct Maintenance Assistant personnel.

TYPICAL DUTIES

1. Performs custodial duties, including but not limited to: sweeps, mops and waxes floors; vacuums carpets; dusts and cleans furniture and fixtures; disposes of trash; cleans windows; cleans restrooms and lavatory fixtures, clean Aquatic Center swimming pools, and City owned fountains.
2. Performs minor routine building maintenance as assigned or to assist, including but not limited to: assist in minor plumbing repairs to fixtures including sinks, toilets and faucets; perform repairs to drywall, doors, frames, windows, floors and flooring, perform minor electrical repairs.
3. Operates power cleaning equipment, and other equipment as required to perform minor building maintenance and preventative maintenance, to include but not limited to HVAC, emergency lighting, exterior lighting, roof and gutter.
4. Performed other assignments as directed.

Knowledge, Skills and Abilities

Knowledge of:

1. Custodial methods and procedures, types and uses of cleaning agents, operation of cleaning equipment.
2. Minor building maintenance.
3. Aquatic Center maintenance.

Skill and ability to:

1. Operate cleaning equipment and equipment used for minor building maintenance.
2. Follow oral and written instructions.
3. Analyze custodial problems, determine necessary corrective action.
4. Work independently.

DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Completion of at least the tenth grade.

Experience:

Some experience in custodial work and minor building maintenance.

License:

1. Possession of a valid California Driver's License is required.