



Job Code:  
FLSA: NE  
Unit: PCEA  
Revised:

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## Building Maintenance Worker II

### DEFINITION

Performs a variety of duties necessary to maintain and repair City buildings, structures and their attendant equipment. From division work programs, plans, schedules, assigns, directs, trains, and works with assigned technicians and workers. Performs related work and minor building maintenance work as required or directed.

### SUPERVISION RECEIVED/EXERCISED

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

### TYPICAL DUTIES

1. In accordance with department work programs, plans and schedules the work of Building Maintenance personnel on a monthly, weekly, and daily basis.
2. Trains, instructs, assigns and monitors the work of subordinate personnel to ensure the work is performed according to departmental standards for quantity, quality, and safety within established completion schedules.
3. Organizes specific work tasks to be undertaken to include determining and securing necessary tools, equipment, type and quantity of materials required; coordinates work as necessary with other division personnel or other City personnel.
4. Observes the performance of Building Maintenance I personnel; provides Lead Worker(s) and Superintendent with performance observations, both on an ongoing basis and as part of a formal employee performance appraisal process; as requested, participates in employee performances counseling sessions; as requested, recommends to Lead Worker(s) or Superintendent individual employee performance improvements.
5. As requested, makes recommendations to Lead Worker(s) or Superintendent regarding specified routine personnel actions including employee requests for time off, employee special assignments, and employee participation in training activities.

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6. Trains subordinate personnel, principally through demonstration, to perform specific work tasks and use or operate division tools and equipment appropriately.
7. Performs a variety of minor building repair; including repairing interior/exterior walls, siding and trim, installing drywall, repairing doors, frames, windows, floors and flooring; installs and repairs plumbing fixtures to include sinks, toilets, and faucets.
8. Assists in maintaining roofs to include cleaning, patching and routine replacements of surface materials; assists in repairing and replacing flashings, gutters and downspouts.
9. Maintains Aquatic Center pumps, motors, chemical feed systems and accessory pool equipment.
10. Ensures adequate inventory of supplies; within established limits, purchases supplies, materials, equipment, and tools required to accomplish work assignments; notifies supervisor or superintendent of needed supplies, materials, equipment, and tools when purchase price exceeds purchasing authority; makes recommendations regarding type and operating specifications of equipment being considered for purchase; assists in the evaluation of prospective equipment.
11. As directed, makes recommendations to the Lead Worker(s) or the Superintendent regarding supplies and equipment, to include department operating budget.
12. Keeps a variety of records associated with areas of assignments including daily work activities performed, date and times of work performed, and quantities performed.
13. Investigates complaints regarding building maintenance or custodial issues; seeks to determine their nature/cause and resolves within limits of authority or reports to Lead Worker(s) for resolution.
14. Coordinates need for specialized custodial services within City departments.
15. As directed provides Engineering Division personnel or contractors technical information regarding building construction and maintenance.
16. As necessary, performs tasks assigned to Building Maintenance Worker I.

**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 to include carpentry, plumbing, masonry, and locking systems.
3. Aquatic center operations and pool maintenance.

**Skill and ability to:**

1. Supervise and instruct personnel. Follow oral and written instructions. Prepare work schedules. Maintain records and reports. Perform arithmetic calculations.
2. Read and understand diagrams, blueprints; working drawings; operating, maintenance and repair instructions.
3. Analyze custodial and maintenance problems, determine necessary corrective action.
4. Perform routine carpentry, plumbing, custodial, and repair tasks.
5. 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:**

High school graduation or GED equivalent.

**Experience:**

Two years of experience in building custodial work.

**License:**

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