

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Building Maintenance Worker</b>	<b>CLASS CODE:</b>	<b>909</b>
<b>REPORTS TO:</b>	<b>Various</b>	<b>GRADE:</b>	<b>20</b>
<b>DEPARTMENT:</b>	<b>Public Works or Community Partnership</b>	<b>FLSA:</b>	<b>N</b>

**JOB SPECIFICATION DATE: March 1, 2012 db**

### JOB SUMMARY

Performs journey level work in a variety of skilled trade areas: electrical, plumbing, carpentry, or refrigeration and heating.

### ESSENTIAL FUNCTIONS

1. Performs a variety of tasks, including the maintenance and repair of city-owned structures and facilities.
2. Performs rough carpentry tasks such as framing walls, roofs and partitions; remodels existing structures by demolishing walls and constructing new walls and doors.
3. Performs other carpentry tasks such as cabinet making, finish carpentry, insulation, suspending new ceilings, drywall, and painting.
4. Repairs, replaces, installs, and maintains electrical systems including lighting fixtures, motors, pumps, power disconnects, circuit breaker panels, fuses, photo cells, wiring and conductor raceways.
5. Repairs, replaces, installs, and maintains refrigeration and heating systems including water heaters, compressors, relays, contactors, motors, valves, belts, blowers, humidifiers, pneumatic systems, etc.; monitors and tests carbon monoxide levels.
6. Performs roof maintenance functions including roof cleaning and inspections, repairing splits, punctures and roof drains on all types of roof systems.
7. Performs plumbing maintenance and repairs including, replacing or installing drains, feed lines, vents, flush valves, copper pipes, unplugging drains.
8. Performs welding and metal fabricating tasks while maintaining, building and repairing structures and equipment.
9. Prepares surfaces for painting by sanding and cleaning; covers or removes graffiti from city buildings by caulking, scraping, power washing, paint color matching, and painting with an airless sprayer.
10. Works and coordinates with contractor's plans and specifications; reads and performs duties from blue prints.
11. Attends City Council workshops and meetings to monitor facility conditions.
12. Performs other building maintenance projects such as hanging pictures, repairing and replacing locks, moving furniture, assembling and hanging steel shelving, install fences, sandblasting, and repairing windows.
13. Obtains price quotes for materials.
14. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Principles and practices of one or more skilled trades in the maintenance/construction trades field  
Electrical and refrigeration operations and equipment, such as components, symbols, schematics, compressors, relays, motors  
Types of lumber, paint, concrete, pipe fittings, and plumbing supplies  
Tools associated with construction, carpentry, masonry, plumbing, electrician, and refrigeration  
Federal, state and county codes and regulations specific to construction and maintenance  
Energy Management Systems  
Current fire, electrical and building codes  
OSHA safety regulations

### **Ability to:**

Use a variety of power and hand tools  
Deal courteously with other city employees and the public  
Interpret assignments from blueprints and sketches  
Follow oral and written instructions of maintenance computer reports  
Coordinate visual and muscular dexterity in the operation of a variety of heavy equipment and hand-held tools  
Establish and maintain effective working relationships

## **WORKING CONDITIONS**

Operate heavy equipment as required. Move heavy objects over 50 lbs.; work at heights greater than 10 feet; bend and stoop repeatedly; work in a variety of weather conditions, exposure to hazardous materials and safety risks.

## **MINIMUM QUALIFICATIONS**

Two years of trade school or college level course work in electrical wiring, refrigeration, plumbing, carpentry or a related field; and two years of experience and journey level certification in building maintenance and repair relative to the area of assignment and preferably in more than one skill area.

Any equivalent combination of training, experience and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

An Arizona driver's license  
Subject to call back after normal shift hours, weekends  
Subject to standby duty requirements  
Some positions will require special journey level certification and/or endorsement, required by the EPA (environmental protection act) for the recovery of cfc's (chlorofluorocarbon) in air conditioning systems  
Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy