

Exhibit "B"
to Resolution No. 2008-037

CITY OF REEDLEY

BUILDING MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of all City buildings and facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Building Maintenance Worker I

The **Building Maintenance Worker I** is the entry-level class in the Building Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Buildings Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Building Maintenance Worker II

The **Building Maintenance Worker II** is the journey level class in the Building Maintenance Worker which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to facility and grounds repair, construction, maintenance, and upkeep. This classification is distinguished from the next higher classification of Senior Buildings Maintenance Worker in that the latter performs more complex assignments and provides lead direction to lower level staff.

SUPERVISION RECEIVED/EXERCISED:

Building Maintenance Worker I

Receives immediate supervision from the Director of Community Services. Incumbents do not routinely exercise supervision.

Building Maintenance Worker II

Receives general supervision from the Director of Community Services. May exercise functional and technical supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities, including City Hall, Opera House, Fire Station, Police Department, City Yard, pool, airport, basketball, skate park and community center facilities.
- Sweeps, mopping, strips and waxes floors; cleans bathrooms and replenishes supplies; empties trash containers; shampoos carpet; washes windows; washes dishes daily at the Senior Center.
- Performs minor plumbing work as necessary; unplugs drains urinals and toilets; performs routine maintenance on valves, fittings, and other fixtures; installs new plumbing fixtures; replaces lights and light fixtures, including ballasts for fluorescent lights; repairs and replaces sheetrock.
- Builds cabinets and shelves; performs limited structural and finish carpentry; hangs doors; finishes wood and repairs a variety of wooden objects; performs lock repair; assembles and moves furniture.
- Changes filters, belts and cooler pads and performs minor maintenance on heating and air-conditioning units.
- Sets up for events at the Community Center and City Hall; updates the marquee.
- Prepares surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces; removes graffiti.
- Performs ground maintenance, including wedding, mowing, tree trimming and pruning; removes trash and debris from grounds and parking lots; uses blowers to clean sidewalks.
- May test and add chemicals to the City's pool.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to work in confined spaces, climb ladders, work at heights above 20 feet; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Building Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Building Maintenance Worker I

Willingness to learn and perform duties associated with building maintenance and one year of experience in general repair and maintenance in one or more of the building trades, and a high school diploma or equivalent.

Building Maintenance Worker II

In addition to the above, one year of experience in building maintenance equivalent to that of a Building Maintenance Worker I in the City of Reedley.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Materials, tools, and methods used in general building construction, repair, maintenance, and upkeep; pool maintenance; grounds maintenance; applicable federal, state, and local laws, codes, and regulations, methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Perform light and finish carpentry, plumbing, painting, and mechanical repair work; operate a variety of hand and power tools, vehicles, and equipment used in building maintenance; perform heavy manual labor; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.



REPORT TO CITY COUNCIL
MEMORANDUM

AGENDA ITEM NO: 11

COUNCIL MEETING DATE: April 8, 2008

SUBJECT: *Implementing Building Maintenance Worker I/II in City of Reedley's Class Specifications Manual*

RECOMMENDATION:

That the City Council of the City of Reedley adopt Resolution No. 2008-037 implementing the Building Maintenance Worker I & II job description from the 2005 study, that was not adopted, into the adopted 1997 Class Specifications Manual.

BACKGROUND:

In 1997 the City Council adopted a job classification manual listing all City jobs. In this manual the Building Maintenance Worker I and II was inadvertently omitted from the Table of Contents and the document. This has come to our attention and we are trying to correct the matter. Therefore, I would like to take the Building Maintenance Worker I & II job description from the 2005 study, that was not adopted, and implement it into the adopted 1997 Class Specifications Manual.

Recommended by:

Joel Glick
Community Services Director

Approved by:

Raymond W. Forsyth
Interim City Manager

Exhibit "A" - 1997 Class Specification Manual Table of Contents
Exhibit "B" - Building Maintenance Worker I & II job description