

BUILDING AND GROUNDS MAINTENANCE WORKER I

DEFINITION

Under supervision; to assist in performing a variety of skilled and semi-skilled maintenance work and repair of buildings and grounds; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Building Maintenance Worker series. Incumbents in this class learn to perform and perform a variety of duties in the maintenance and repair of County buildings and related machinery and equipment. Incumbents assist with performing the more skilled assignments under relatively close supervision. As incumbents demonstrate broader skills and experience, it is expected that most incumbents in this class will be promoted to the Building and Grounds Maintenance Worker II level.

REPORTS TO

Building and Grounds Maintenance Supervisor I, II.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

BUILDING AND GROUNDS MAINTENANCE WORKER I - 2

EXAMPLES OF DUTIES

- Assists with performing a variety of skilled and semiskilled work in the maintenance and repair of County buildings and grounds.
- Assists with carpentry, painting, plumbing, and electrical work.
- Assists with building alterations.
- Assists with heating, air conditioning, and ventilation systems maintenance and repairs.
- Performs work involved in the cleaning and care of the County buildings and facilities.
- May maintain assigned areas of buildings and facilities in a clean, orderly and safe condition.
- Moves and arranges furniture and equipment.
- Takes care of equipment and materials used in work assignments.
- Mows and edges lawns and other grounds areas.
- Trims trees, shrubs and hedges.
- Waters ground areas.
- Operates a variety of irrigation equipment.
- Does landscaping and gardening.
- Participates in the repair and remodeling of County buildings.
- Assists with the inspection of buildings and facilities for needed repairs.
- Uses and operates a variety of hand and power tools.
- Learns to use electrical testing and other specialized testing equipment.
- Completes and maintains records and reports.

TYPICAL PHYSICAL REQUIREMENTS

Frequently sit for extended periods; stand and walk or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, office equipment, and furniture; physical ability may occasionally be required to lift up to 100 lbs. without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of lawn mowing equipment, hand and power tools, electrical testing equipment, and a variety of building trades, tools, and equipment.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to varying temperatures; exposure to dust, steam, controlled and hazardous substances, pesticides, herbicides, gases and chemicals; working around electrical current, and moving machinery parts; some contact with staff and the public.

BUILDING AND GROUNDS MAINTENANCE WORKER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of carpentry, electrical, and plumbing trades.
- Standard tools, methods, practices, and materials involved in one of building trades such as carpentry, painting, plumbing, and electrical.
- Safe work practices.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and safety precautions of the building maintenance trades.

Ability to:

- Learn to perform a wide range of skilled and semi-skilled building trades work.
- Learn applicable provisions of building, electrical, and plumbing codes.
- Use a variety of building trades tools and equipment.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building trades.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Follow written and oral instructions.
- Read and write English.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience in building and grounds maintenance work is highly desirable.

Special Requirement: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.