

## **BUILDING AND GROUNDS MAINTENANCE WORKER II**

### **DEFINITION**

Under general supervision; to perform a variety of skilled and semi-skilled work in the maintenance and repair of buildings, fixtures and plant equipment; to perform grounds maintenance duties; to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level classification in the Building and Grounds Maintenance Worker series. Incumbents perform a variety of duties in the maintenance and repair of County buildings and related machinery and equipment. Assignments involve painting, carpentry, plumbing, electrical, mechanical, and heating and air-conditioning repairs.

### **REPORTS TO**

Building and Grounds Maintenance Supervisor I, II.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some direction for temporary work staff.

## **BUILDING AND GROUNDS MAINTENANCE WORKER II - 2**

### **EXAMPLES OF DUTIES**

- Performs a variety of skilled and semiskilled work in the maintenance and repair of County buildings and grounds.
- Performs carpentry, painting, plumbing, and electrical work.
- Performs building alterations.
- Installs electrical fixtures.
- Makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or hot water boilers, and pumps.
- Maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment.
- Performs cleaning and care of the County buildings and facilities.
- May keep assigned areas of County 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; performs landscaping and gardening.
- Participates in the remodeling of County buildings.
- Assists with the inspection of buildings and facilities for needed repairs.
- May oversee and assign work to temporary staff.
- 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 to lift and carry objects weighing up to 100 pounds; 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 II - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Carpentry, electrical, and plumbing trades.
- Heating, air conditioning, and ventilation systems.
- Standard tools, methods, practices, and materials involved in the building trades.
- Applicable provisions of building, electrical, and plumbing codes.
- Safe work practices.
- Plumbing and electrical systems in County buildings.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and safety precautions of the building maintenance trades.

#### **Ability to:**

- Perform a wide range of skilled and semi-skilled building trades and HVAC work.
- Skillfully use a variety of building trades tools and equipment.
- Use electrical testing equipment.
- Perform a variety of grounds and landscape maintenance assignments.
- Read and understand plans, construction drawings, and blueprints.
- 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.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.

## **BUILDING AND GROUNDS MAINTENANCE WORKER II - 4**

**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 responsible experience in building and maintenance work equivalent to Building and Grounds Maintenance Worker I with Plumas County.

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