



CITY OF CALEXICO

CLASS TITLE: BUILDING MAINTENANCE WORKER

MONTHLY: \$3,917 – \$4,761

RANGE: G-25

BASIC FUNCTION:

Under the direction of the Supervisor-Maintenance & Operations, perform a variety of custodial, grounds maintenance and general building maintenance activities involved in maintaining assigned City buildings, facilities and grounds in a safe, clean and orderly condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of custodial, grounds maintenance and general building maintenance activities involved in maintaining assigned City buildings, facilities and grounds in a safe, clean and orderly condition; assist in assuring a safe environment for City staff and the public.

Clean offices, lounges, hallways and other facilities as assigned; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets; clean mirrors, blinds, tile, walls, doors and windows; remove and paint over graffiti as needed.

Perform a variety of general maintenance and repairs as assigned; paint walls and other surfaces; perform repairs, adjustments and replacement of electrical, plumbing and various other parts, components and fixtures as needed.

Perform grounds maintenance activities in the beautification of grounds and landscaped areas as assigned; mow, edge, trim and water lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune and fertilize flowers, trees, grass and shrubs.

Assist with troubleshooting, diagnosing and repairing electrical fixtures, equipment and systems; replace light bulbs and ballasts; assist with installing electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wiring and parts.

Move and arrange furniture, materials and equipment as needed; set-up and assemble chairs, tables and other furniture and equipment for meetings, special events and other activities as assigned; clean up furniture, equipment and debris following these events.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals as assigned; fill dispensers with towels, soap, toilet paper and other items.

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Ewing Consulting Services

Dust, sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; spot mop spills.

Perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures in faucets, drinking fountains, toilets, urinals, sinks and various other fixtures.

Operate a variety of equipment such as mowers, edgers, vacuums, sprayers, rollers, and various hand and power tools; drive a vehicle to conduct work.

Pick up paper and other debris from floors, grounds, walkways and areas adjacent to City facilities; sweep walkways, driveways, parking lots and concrete surfaces adjacent to buildings; empty waste receptacles.

Lock and unlock doors and gates as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Identify and report safety, sanitary and security incidents and hazards to appropriate personnel; report major maintenance and repair needs to appropriate personnel.

Maintain routine records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial, grounds maintenance and general building maintenance work.

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Proper methods of storing equipment, materials and supplies.

Operation of a wide variety of hand and power tools and equipment.

Requirements of maintaining buildings, facilities and grounds in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform a variety of custodial, grounds maintenance and skilled building maintenance activities involved in maintaining assigned City buildings, facilities and grounds in a clean, orderly, safe and secure condition.

Mow, edge, water, weed, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Repair, adjust and replace various parts, components and fixtures as needed.

Operate and maintain a wide variety of hand and power tools and equipment.
Use various cleaning materials and methods.
Perform a variety of routine general maintenance and repairs.
Move and arrange furniture and equipment.
Maintain routine records related to work performed.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.
Observe and report safety hazards and need for maintenance and repair.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year grounds maintenance, general maintenance, custodial or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial, gardening and maintenance activities.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Heavy physical labor.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working on ladders.