

CLASS SPECIFICATION



CLASS: Building Maintenance Technician I/II
ALLOCATION: Administrative Services & Sheriff
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1980
REVISED: July 2011

JOB SUMMARY:

Learn and perform semi-skilled and skilled business trades such as electrical, painting, cabinet/furniture making, metal fabrication, plumbing, fire alarm/sprinkler systems, or environmental systems and control; perform installations, maintenance, regular and emergency repairs to buildings, structures and equipment; function as a cooperative and productive team member; and perform related duties as assigned.

Building Maintenance Technician I:

Initially under close supervision, incumbents learn, assist and perform a variety of semi-skilled maintenance, construction and repair work on County facilities as well as learn County and departmental policies and procedures. As experience is gained assignments become more complex and are performed under more general supervision. This is the entry level in the building and grounds maintenance series. This class is flexibly staffed with Building Maintenance Technician II and incumbents may advance to the II-level after gaining experience, demonstrating proficiency, and meeting the qualifications for the II-level.

Building Maintenance Technician II:

Under general supervision, perform the full range of semi-skilled and skilled construction, remodeling and building maintenance duties in an assigned area of responsibility with considerable independence. This is the journey-level in the building and grounds maintenance series.

CLASS CHARACTERISTICS:

This position reports directly to Building and Grounds Supervisor and may receive lead direction from Senior Building Maintenance Technician. This class is distinguished from Senior Building Maintenance Technician in that the latter is the lead/specialist in this series, responsible for highly skilled trades and assisting in the development of Building Maintenance Technician.

EXAMPLES OF DUTIES:

Essential:

Building Maintenance Technician I:

- Learn to/assist and perform routine carpentry work in the construction, alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture (i.e. building cabinets and counter tops, repair roof and ceiling leaks, remodeling, and repair doors, door hardware and locks).
- Learn to/assist and perform routine metal fabrication and welding, both arc and acetylene.
- Observe safe work practices and use safety appropriate equipment as necessary; secure worksites from hazards as necessary; install warning signage and safety devices; attend and participate in safety meetings; identify safety issues and concerns.
- Service, repair and maintain plumbing and piping equipment; repair and adjust plumbing equipment and apparatus (i.e. replace broken pipes, clean plugged drains, replace washers and gaskets, replace faucets and valves, clean grease traps, and flush sewer lines).
- Conduct regular inspections of assigned equipment and area of responsibility, and diagnose problems as necessary.
- Perform routine preventative maintenance on (but not limited to) boilers, pumps, generators, motors, controls, valves, regulators, compressors, air-conditioning components and other electrical systems.
- Clean out storm drains; remove leaves and debris from roofs, gutters and downspouts, and assist in exposing, repairing and clearing clogged sewer lines.
- Change air filters on heating, ventilation, refrigeration and air conditioning equipment.
- Pull wire for computer and electrical use; electrical service assessment.
- May act as a lead by directing the work of persons on work release, inmate trustees and volunteers.

Building Maintenance Technician II (in addition to the above):

- May independently perform the duties listed under Building Maintenance Technician I.
- Troubleshoot and make repairs identified by utilizing schematics and diagrams or other diagnostic

methods.

- Install, troubleshoot and repair plumbing including copper, galvanized, DWV and other piping types, and finish and service plumbing fixtures.
- Independently install, maintain and repair various lighting systems.
- Check boiler and pump motors for loose and cracked belts; inspect boilers and pumps to ensure proper and safe operation.
- Sewage pump and lift system maintenance.
- Maintain emergency power service and troubleshoot related issues.
- Greases bearings on motors and blowers.
- Wash HVAC coils.
- Assist the maintenance and repair of heating and air conditioning systems, evaporative coolers, including cutting, fitting and installing gas and water pipes.
- Assist in the preparation of bids and cost estimates for required maintenance and/or repair jobs; maintain records of the costs associated with time and materials.
- Maintain and repair security cameras.
- Learn and assist in the repair of commercial kitchen equipment, including refrigerators, convection ovens, ice machines, stove tops, electric mixers, washing machines and dryers.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a motor vehicle to access work locations.
- Travel to multiple County sites frequently.
- Uses standard office equipment, including a computer, in the course of the work.
- Attends a variety of meetings and trainings as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Building Maintenance Technician I:

- Principles and practices of work safety.
- General building maintenance and repairs.
- Standard methods, tools, equipment and materials used in general building maintenance work, plumbing maintenance and repair work, and carpentry.
- Methods, practices and techniques required for the maintenance and repair of buildings and grounds.
- Pertinent federal, state, and local laws, codes and regulations.
- Basic record keeping principles and practices.
- Methods of preparing surfaces for painting and the supplies used.

Building Maintenance Technician II (in addition to the above):

- Cal/OSHA regulations including hazardous communications requirements and Material Safety Data Sheets.
- Principles and practices of building maintenance and inspection.
- County and departmental operations, terminology, rules, policies and procedures.
- Standard methods, tools, equipment and materials used in electrical installation and repairs, basic heating and air-conditioning equipment maintenance and repair work.
- Basic principles and methodology in electrical installation and repairs.
- Heating, ventilation, refrigeration, and air conditioning basic principles and operation methodology.
- Boiler safety and maintenance procedures.
- Plumbing and electrical systems in County buildings.
- Use and purpose of standard materials, tools, equipment, practices and methods used in metal fabrication and welding.

Skill in:

Building Maintenance Technician I:

- Understanding and carrying out verbal and written instructions/directions.
- Learning and performing a variety of routine to semi-skilled facilities maintenance work.
- Using a variety of hand and power tools to complete each work assignment.
- Communicating clearly and concisely, both verbally and in writing.
- Researching regulations, procedures and/or technical references.

- Maintaining accurate records and documenting action-steps taken to complete projects.
- Operating office equipment including computers and supporting word processing, spreadsheet and database applications.
- Utilizing various automated system programs to complete required written reports.

Building Maintenance Technician II (in addition to the above):

- Using initiative and independent judgment within established procedural guidelines.
- Organizing and prioritizing work assignments.
- Locating conditions which require maintenance and repair work.
- Performing skilled work in the various building trades.
- Properly documenting completed work.
- Estimating the scope of each work assignment.
- Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.
- Understanding, interpret and explain regulations and policies governing facilities maintenance and operations in a public service agency.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Ability to:

Building Maintenance Technician I:

- Recognize potential safety hazards and utilize proper precautionary / reporting procedures.
- Accept criticism, keep emotions in check, maintain composure and respond appropriately and effectively in difficult, high-stress or emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Pay careful attention about detail and be thorough in completing work tasks.
- Use tact, patience and courtesy.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner.
- Maintain a clean and comfortable working environment that is continuously affected by weather conditions and equipment failures.
- Identify problems and make routine repairs on a wide variety of heating, ventilation and air conditioning units.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Building Maintenance Technician II (in addition to the above):

- Interpret and apply federal, state and local policies, laws and regulations.
- Read and understand building plans and blueprints and work according to plans and specifications.
- Make rough sketches and accurate estimates of material required in repair and maintenance work.
- Tell when something is wrong or is likely to go wrong.
- Develop a preventative maintenance work schedule for a variety of HVAC units, boilers and related equipment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, kneeling, crouching and crawling.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis; between 40 and 80 pounds occasionally and up to 100 pounds with proper equipment.

- Operate a variety of tools, equipment and vehicles used in performance of daily tasks.
- Frequently walk, stand or crouch on narrow, slippery and erratically moving surfaces.
- Frequently work on ladders, in confined or awkward spaces and at considerable heights.
- Travel to other locations using various modes of private and commercial transportation.
- Wear respiratory protection devices.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office setting, an outdoor field environment with travel from site to site and industrial environments including building machinery rooms, attics and building access areas.
- Work extended hours including evenings, weekends and holidays, including emergency response.
- Exposure to all weather conditions and machine noises.
- Occasionally exposed to fumes or airborne particles, high precarious places, and toxic or caustic chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Upon conditional offer of employment, candidates must submit to and pass a medical evaluation for respirator use.
- Facial hair must be maintained in such a way as to ensure proper fit of respiratory protection devices.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

BUILDING MAINTENANCE TECHNICIAN I:

MINIMUM: Graduation from high school and one year of experience in at least one of the following building trades: carpentry, electrical, plumbing or heating/air conditioning.

PREFERRED: In addition to the minimum, completion of an approved apprenticeship program in a designated skilled trade, Certification within a related trade, and two additional years of responsible experience performing building and grounds maintenance or the repair and construction of buildings.

BUILDING MAINTENANCE TECHNICIAN II:

MINIMUM: Graduation from high school and three years of responsible experience in at least one of the following building trades: carpentry, electrical, plumbing or heating/air conditioning with at least one year experience at a level equivalent to the County's class of Building Maintenance Technician I.

PREFERRED: In addition to the minimum, completion of an approved apprenticeship program in a designated skilled trade, Certification within a related trade, and up to five years of responsible experience performing buildings and grounds maintenance or the repair and construction of buildings.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Administrative Services Approval:
Doug McCoy
Date:

EEOC: G
WC: 9420

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____