

## FACILITIES MAINTENANCE WORKER I/II

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### DEFINITION:

Under general supervision, to perform skilled and semi-skilled plumbing, carpentry, electrical, painting and a variety of other craft work in the maintenance and repair of College buildings, facilities and related structures; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Facilities Maintenance Worker I is the entry level class of this series. Initially under close supervision, incumbents perform simpler, less skilled repairs while learning more skilled and/or difficult work. This class is flexibly staffed with Facilities Maintenance Worker II, and incumbents normally advance to the higher level after gaining experience and demonstrating proficiency which meet the requirements for level II.

Facilities Maintenance Worker II is the journey level of the series. Under general supervision, incumbents perform the full range of assigned duties. Incumbents at this level may specialize in particular areas of the work; and may direct the work of others on a project basis.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Installs, repairs, and maintains domestic water supply, drainage plumbing and related fixtures using copper, PVC, ABS, galvanized, and iron pipe techniques; clears lines;
- Performs a variety of electrical repairs and installations such as wiring, relays, lighting systems, and fixtures; repairs or replaces small motors, fans, and related;
- Performs framing, rough, and finish carpentry to partition interior spaces, frame and trim doors and windows, repair furniture, build bookshelves, and other interior appurtenances, fences, enclosures and related functions;
- Hangs, tapes, and textures wallboard, patches plaster, and installs other interior surface systems;
- Prepares surfaces and paints interiors and exteriors of facilities;
- Performs basic HVAC troubleshooting and minor repairs, and refers other problems to vendor;
- Installs concrete, brick, stucco, plaster, tile etc.;
- Maintains and repairs locks and door hardware, and makes keys;
- Inspects and repairs roofing;
- Operates a variety of District tools, equipment and vehicles used in facilities maintenance such as handheld and stationary power tools and equipment including welding, trucks, tractors, and walk-behind;
- Reads and interprets blueprints and other technical sketches, diagrams, plans and

- specifications;
- Assists with inspection of facilities and equipment for safety and to assist in maintenance planning;
- Provides direction to student workers or less skilled helpers; prepares plans and sketches for work to be performed; estimates materials and lays out work; provides training and direction to helpers when assigned;
- Keeps logs and records of inspections and maintenance performed; maintains work logs and prepares reports;
- Moves, arranges and sets up furniture and equipment; performs moderate to heavy manual labor tasks such as lifting, digging and trenching.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

##### Level I:

- Use and care of basic hand and power tools.
- Safe operation of automotive and light equipment.
- Common building materials.

##### Level II (In addition to the requirements of the I):

- Principles and techniques of electrical and basic electronic troubleshooting, repair and installation, including small motors.
- Principles techniques of domestic water supply and drainage plumbing using copper, PVC, ABS and galvanized pipe.
- Principles and methods, used in rough and finish carpentry, cabinetry, and wood finishing.
- Tools, materials and equipment used in electrical repairs and maintenance, plumbing, carpentry, roofing and painting.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Safe working practices.

#### Skill in:

##### Level I:

- Using basic hand and power tools.
- Making basic arithmetical calculations.
- Understanding and following oral and written instructions.
- Communicating and working cooperatively with others.
- Working safely.

##### Level II (In addition to the qualifications of the I):

- Planning and laying out jobs, and estimating tools and materials.

Troubleshooting, installing, modifying, repairing and/or maintaining electrical equipment and systems, plumbing; performing skilled carpentry; roofing.

Operating and maintaining specialized tools used in carpentry, electrical, plumbing, and roofing work.

Measuring and calculating angles, lengths, volumes, and electrical factors such as voltage and amperage.

Communicating orally with originators of work requests and other employees.

Maintaining records and logs of work performed.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to respond to emergencies in off-hours as necessary.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Level I:

Sufficient formal and/or informal education to provide required reading and arithmetical skills, and some previous work experience involving the use of hand and power tools.

Level II:

Three years of responsible experience in building repair and maintenance at a level equivalent to the Facility Maintenance Worker I classification at the Gavilan Community College District; or achievement of journey level status in one or more of the recognized trades.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials, furniture, equipment and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; working in temperature extremes and inclement weather; working aurally, underground, and in exposure to bacterial contamination and hazardous chemicals; vision to read work requests, blueprints and diagrams, manuals, and regulations; speech and hearing for communicating instructions, information, and work requests.

This work is performed indoors and outdoors in shop, facility and exterior settings.