



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: FACILITY MAINTENANCE WORKER

DIVISION: Recreation
REPORTS TO: Sr. Recreation Supervisor
DATE ADOPTED: January 14, 1998

CLASSIFICATION CODE: 7256

POSITION SUMMARY:

Under supervision, performs unskilled and semi-skilled custodial and maintenance duties in the routine operation and upkeep of facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs minor repairs and work in the areas of plumbing, electrical, HVAC, locksmithing, carpentry, cement work, and roofing.
2. Inspects buildings and grounds for safety, security, and needed maintenance items.
3. Performs a variety of custodial tasks such as stocking supplies, stripping/waxing floors, and cleaning carpets, windows, restrooms.
4. Inspects heating, electrical and air conditioning equipment and makes minor repairs of adjustments.
5. Purchases or requisitions supplies, tools, equipment.
6. Schedules and inspects work of cleaning staff.
7. Assembles furniture and equipment.
8. Performs set-up for meetings, programs, special events.
9. Performs pest control functions.
10. Implements repairs and preventative maintenance items according to control procedures and schedules.
11. Interfaces with contract services for repair to equipment and appliances.
12. Informs supervisor as to building and grounds operations, needs and problems.
13. Cleans and maintains outside areas near buildings; picks up debris.
14. Performs basic landscaping and maintains landscape items.
15. Picks up, transports, and delivers materials, supplies, equipment and furniture.
16. Prepares and paints buildings and equipment.
17. Performs other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Work will be performed both in an indoor and outdoor environment and at various site locations. Work schedule may be irregular and include most weekends and some holidays, and response to off-duty calls. Exposure to: a variety of climatic conditions; dust; potentially hazardous chemicals such as pest control agents, solvents, paints and cleaning agents. Work may occur on slippery or uneven surfaces, at heights, and around moving vehicles and equipment, and equipment with moving parts.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is required to: have

stamina to perform manual labor, maintain physical condition necessary to stand for long periods of time, have bodily movement adequate to climb, stoop, kneel and crouch; safely lift and carry up to 50 pounds; communicate clearly in person, in writing, by telephone and by radio; have vision adequate to distinguish colors, have depth perception, and read print; manual dexterity to grasp and use tools and communicate in writing.

MINIMUM QUALIFICATION REQUIRMENTS:

Education: Education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience: One year of recent paid experience in a position responsible for facility maintenance or a closely related field.

OR

An equivalent combination of training and experience likely to provide the knowledge, skills and abilities necessary for successful job performance.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- The operative principles, methods, practices, tools, and equipment necessary to perform facility maintenance and custodial work
- Safe work practices common to facility maintenance.
- Custodial, electrical, heating and air conditioning, locksmith work, painting, plumbing, roofing, audio/media equipment, general construction, pest damage prevention.

Ability to:

- Use a variety of custodial equipment and materials.
- Understand and carry out oral and written directions.
- Adhere to schedules for cleaning and maintenance of assigned buildings and facilities.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Read blueprints.
- Communicate effectively orally and in writing.
- Operate and maintain cleaning and maintenance tools and equipment.
- Keep basic work records and make reports.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A California Driver's License and satisfactory driving record.