



CITY OF CHINO

Building Maintenance Worker

Definition:

Under general supervision, performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities; and performs related work as assigned.

Class Characteristics:

Building Maintenance Workers are expected to perform assigned activities without detailed instructions as to specific procedures to be followed and may also be expected to assist in the training of less experienced personnel.

Essential Functions:

- Diagnose, repair, and maintain electrical equipment; repair motors and appliances; install and repair electrical wiring and lighting circuits in connection with the repair or alteration of buildings and facilities; troubleshoot electrical malfunctions making necessary repairs; replace ballasts, fluorescent tubes, and bulbs.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Install building alarm systems and keyless access systems.
- Perform rough in, top out, and finish plumbing to replace broken pipes; clean plugged drains; perform routine maintenance on valves, fittings, and other fixtures; install new plumbing fixtures; build cabinets and shelves; construct or repair walls, platforms, and ramps; hang doors; finish wood and repair a variety of wooden objects.
- Prepare surfaces for painting; apply paint, varnish, shellac, enamel, or other protective finish to various surfaces; repair playground equipment; pour and finish concrete for monuments and plaques; move furniture and office equipment; install and modify modular workstations.
- Respond to emergency calls for building maintenance services.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties is qualifying. A typical example includes:

Knowledge of:

- Common tools and equipment used in construction and maintenance work.

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- Materials, tools, and methods used in general building repair and maintenance.

Ability to:

- Prepare specifications and obtain bids for minor building improvement projects.
- Schedule and coordinate the work of various vendors and contractors.
- Maintain accurate records.
- Perform heavy manual labor and physically strenuous tasks on a regular basis.
- Perform unskilled, semi-skilled, and/or skilled tasks in a variety of construction and maintenance activities.
- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Apply policies and procedures.
- Work safely, efficiently, and independently.
- Read and interpret basic blueprints.
- Perform light carpentry and plumbing.
- Perform a variety of building maintenance.
- Accurately read gauges and testing equipment.
- Use and care for a variety of tools and equipment common to building maintenance and repair activities.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Two years of relevant experience.

Licenses/Certifications:

- Not required for this position

Training/Safety Requirements:

- Ability to obtain first aid, AED, and CPR training within six months of employment provided by the City.
- Job specific training will be provided according to class specifications during work hours.

Special Requirements:

- Work a varying schedule (hours/days may be adjusted as needed) and respond to after-hours calls for service.

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- Due to safety regulations, when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.
- Possess a valid California Driver's License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category III – Heavy Physical Effort: Positions in this category require exceptional physical ability associated with prolonged periods of heavy physical labor.

Characteristics: Positions allocated to this category regularly perform heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position to position, but always involve heavy physical exertion.

Physical Requirements

- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.
- Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.
- Power Equipment: Operates power tools or other machinery that are potentially hazardous.

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- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.
- Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment.
- Heights: Ability to work on surfaces above 20 feet.

Details:

Department/Division: Community Services
Reports To: Building Maintenance Supervisor

Possible Career Advancement Opportunities:

From: Building Maintenance Worker
To: Building Maintenance Supervisor

Employee Unit:

Chino Public Works Services Association (CPWSA) or Part-time/Temporary/Seasonal.

Revised: 03/19/21.
Replacing: 08/13/15.