

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **BUILDING MAINTENANCE WORKER I**

DEPARTMENT: **UTILITIES AND MAINTENANCE**

BASIC FUNCTION:

Under general supervision, to perform a variety of unskilled to skilled tasks involved in the maintenance and repair of City buildings and facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class into the Building Maintenance series. Positions in this class perform the less difficult and more routine maintenance tasks and may assist in the performance of the more difficult, skilled tasks to receive training in preparation for advancement to Building Maintenance Worker II. Advancement to the higher class is achieved upon obtaining the requisite skills and abilities, and upon availability of positions.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Perform routine maintenance of electrical systems and equipment, and assist in semi-skilled to skilled tasks; replace fixtures, switches, ballasts, fluorescent tubes, and bulbs.

Assist in the performance of rough in, top out, and finish plumbing to replace broken pipes; clean plugged drains; perform routine maintenance on valves, fittings, and other fixtures; assist in the installation of new plumbing fixtures.

Assist in the maintenance and repair of mechanical systems including boilers, air conditioning, heating, and related mechanical equipment, including motors, compression, and pumps; inspect/replace belts and pulleys; perform preventative maintenance; calibrate thermostats; charge cooling systems with freon; assist in the maintenance of related electrical components, electric and pneumatic controls; may perform welding in the completion of assigned tasks.

Repair/install/re-key locks; install/repair doors and door hardware; repair/replace windows.

Perform minor repairs to interior and exterior building surfaces, including ceilings, walls, flooring, and roofing.

Prepare surfaces for painting; apply paint, varnish, shellac, enamel, or other protective finishes to various surfaces.

Move furniture or other heavy objects to set up City functions, or as necessary to perform assigned tasks.

Maintain records of supplies, materials, equipment, and time spent on repairs.

According to established procedure, purchase materials, equipment, and supplies necessary to complete a maintenance or repair task.

Respond to emergency maintenance or repair calls.

REPORTING RELATIONSHIPS:

This position reports to the Building Maintenance Supervisor.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required. Use and care of standard hand and power tools and equipment used in building and facility maintenance and repair.

- Learn to perform building and facility maintenance tasks.
- Work effectively and safely, independently or with others,
- Maintain routine records.
- Understand and follow verbal and written directions.

EXPERIENCE AND EDUCATION:

One year experience performing semi-skilled and skilled tasks in one or more of the major building trades.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain an appropriate California Driver's License, and a satisfactory driving record. May be required to work after hours and weekends and serve on an emergency call list.