

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                   **BUILDING MAINTENANCE WORKER II**

**DEPARTMENT:**               **UTILITIES AND MAINTENANCE**

**BASIC FUNCTION:**

Under general supervision, to perform a variety of semi-skilled and skilled tasks involved in the maintenance or repair of City buildings and facilities; to assist in the training/direction of other employees in the performance of maintenance or repair tasks; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are normally filled by advancement from the lower grade of Building Maintenance Worker I or when filled from the outside requires prior experience. The Building Maintenance Worker II performs semi-skilled to skilled tasks, and may direct others in the completion of the maintenance/repair task. Incumbents are expected to perform a broad range of maintenance functions independently and to refer the more complex repairs and maintenance functions to the Senior Building Maintenance Worker.

**KEY RESPONSIBILITIES:**

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

Diagnose, maintain, and perform minor repairs to electrical systems and equipment; replace ballasts, fixtures; install and repair electrical wiring and lighting circuits in connection with the repair or alteration of buildings and facilities; troubleshoot and diagnose electrical malfunctions making appropriate repairs, or referring job to Supervisor for contract service.

Perform rough in, top out, and finish plumbing to replace broken pipes; clean plugged drains; perform routine maintenance on vanes, fittings, and other fixtures; install new plumbing fixtures.

Diagnoses, repairs, and maintains low-pressure boilers, heating, air conditioning, and related equipment, including such items as air handlers, small motors and engines, compressors, pumps, and valves; inspects and repairs related electrical components, electric and pneumatic controls,

Install or repair doors, windows, locks, or related hardware; perform minor repairs to ceilings, walls, roofing, or flooring; may perform welding in the completion of assigned

tasks.

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

As assigned, provide liaison to contractors/representatives in the performance of contract repair work; inspect completed job and ensure that repairs are consistent with contract requirements; prepare specifications for contract repair work and review related invoices for payment as assigned.

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

As assigned, provide instruction and guidance to others in the performance of maintenance and repair tasks.

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

Respond to emergency maintenance or repair calls.

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

**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.

**Knowledge of:**

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

**Ability to:**

Perform plumbing, electrical, and mechanical repair work.

Work effectively and safely, independently or with others.

Maintain routine records.

Accurately calculate or estimate costs.

Instruct and provide guidance to others in the completion of assignments.  
Understand and follow verbal and written directions.

Establish and maintain cooperative working relationships.

**EXPERIENCE AND EDUCATION:**

Two years experience performing duties similar to those assigned to the Building Maintenance Worker I classification.

**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.