

**PROPERTY MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, performs semi-skilled level facility maintenance and repair work.

**SUPERVISION RECEIVED/EXERCISED**

No supervision exercised.

**DISTINGUISHING CHARACTERISTICS**

This class performs the full range of property maintenance and repair tasks. Work assigned is performed with a high degree of independence, and incumbents should be experienced in all areas of municipal facility repair and maintenance work. This class differs from Property Maintenance Leadworker, in that the latter has ongoing lead responsibilities.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Performs various semi-skilled to skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, plumbing, and minor electrical, carpentry, painting, minor cement work and general maintenance work.

Performs plumbing repairs for restrooms, drinking fountains and domestic water lines.

Repairs and installs fences, repair and replace interior/exterior doors and windows.

Operates and makes minor repairs to air handling units, electronic and motorized doors, pumps, and fans.

May act as a helper to employees of higher skill or to craft workers (including painters) or assist craft journey level workers in the installation, renovation, repair, maintenance, remodeling or minor construction of a city-owned facilities and buildings.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

Performs maintenance and repairs on swimming pools and splash parks, service pumps and filters, maintain proper chemical levels, repair pool/splash equipment, and maintain fountains.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates various tools, shop and motorized equipment in the performance of maintenance and repair work.

May be required to work in high places from ladders, booms and lifts.

Performs minor emergency roofing repairs.

Performs minor welding repairs.

Performs various semi-skilled tasks in the renovation and remodeling of City owned buildings and facilities.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

(The following are a representative sample of the KSA's necessary to perform essential duties of the class)

#### **Knowledge of:**

Methods, tools and equipment used in building maintenance and repair work.

Safe work practices.

Operation and minor maintenance of heating and cooling systems.

Swimming pool maintenance and repairs, pumps and filters, and ability to maintain proper chemical levels.

#### **Skill in:**

The safe operation and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

The operation of various motorized equipment (tractors, forklifts, etc) used in the performance of maintenance and repair work may be required.

#### **Ability to:**

Install, maintain, and repair plumbing, irrigation and drainage systems.

Assemble, disassemble, arrange, move and perform maintenance on modular office furnishings.

Diagnose problems and make minor repairs as needed.

Work from high places from ladders, booms and lifts.

Work from sketches, diagrams and blueprints.

Perform minor carpentry, painting and construction work.

Make minor mechanical and electrical repairs.

Maintain records of maintenance and repairs performed on equipment and buildings.

Communicate effectively and to understand and follow oral and written instructions.

Perform basic mathematic calculations.

Establish and maintain effective working relationships with supervisors, fellow employees, and with others contacted in the course of work.

Deal with the public in a courteous, cooperative manner.

Perform the duties described under adverse weather conditions.

**MINIMUM QUALIFICATIONS**

Two years of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting and/or carpentry.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

APG:JC:RR:jl:11/12/03  
JC:scm 5/24/12