

## **PROPERTY MAINTENANCE WORKER**

### **DEFINITION**

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

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. Exercises no supervision.

### **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. This classification is limited to routine and preventative maintenance and repair, with more complex and technical work performed by skilled personnel and trades workers.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Performs various semi-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 and utility water lines.

Repairs, installs ,and replaces interior/exterior doors and windows, fences, and touches up painting as needed.

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

May assist employees of higher skill or trades 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 installation, maintenance and repairs on playground equipment, 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.

Works 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.

Ensures workplace safety.

Performs metal fabrication including minor welding.

Responds to callbacks after working hours as needed.

Performs related duties as required.

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

#### **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/Ability to:**

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.

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 such as ladders, booms, and lifts.

Understand and work from technical materials, blueprints, drawings, schematics or other related materials.

Performs minor carpentry, painting and construction work.

Makes minor mechanical and electrical repairs.

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

Communicate effectively and understand and follow oral and written instructions.

Use standard office equipment including computers, laptops, cell phones, handheld tablets, and various software applications.

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.

Work safely in hazardous conditions.

Perform the duties described under adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a High School Diploma or equivalent GED completion.

### **Experience:**

Two (2) years of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting and/or carpentry.

### **Special Requirement(s):**

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File  
Director of Personnel Services

DATE: 10/20/2025

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