

SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in semi-skilled and skilled building maintenance and repair of City buildings, mechanical equipment, and related facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Maintenance series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Maintenance Supervisor.

Exercises technical and functional supervision over assigned building maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, lead, review, and participate in the work of staff assigned to a variety of preventive maintenance and unscheduled, installation, maintenance, and repair tasks related to City buildings, equipment, and facilities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Review the work of assigned crews engaged in building maintenance work; inspect work in-progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in the work.

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Lead staff and perform the most difficult and complex work in the installation, repair, and maintenance of City building, equipment, and related facilities, particularly as related to electrical systems.

Assess materials and labor needed to accomplish assigned jobs and estimate associated costs; ensure availability of supplies, materials, and equipment needed; purchase supplies and materials as necessary.

Maintain accurate records related to building maintenance work, including labor, material and equipment costs, and other work-related records.

Work with vendors and contractors in the design and documentation of out-sourced work/projects; inspect and approve completion of contract services.

Use a personal computer to enter and retrieve information related to work assignments, other record keeping, and electronic communication.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Materials, methods, practices and equipment related to a broad range of skilled building maintenance work involving carpentry, painting, plumbing, and heating/ventilation/air conditions (HVAC) tasks in the repair and maintenance of City buildings, equipment, and facilities.

#### Ability to:

Act as a lead worker and perform advanced journey level building maintenance installation, repair, and replacement activities in accordance with modern and sophisticated equipment and current standards.

On a continuous basis, know and understand skilled building maintenance and repair activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to others.

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Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping; pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or more. Prepare and develop cost estimates related to in-house/out-sourced work and projects.

Respond to field requests for difficult or complex building maintenance work.

Work on-call on evenings, weekends, or holidays.

Keep records and make reports; use a personal computer to enter and retrieve data, track work order status, and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Two years of experience performing work similar to that of a Building Maintenance Worker II in the City of Roseville.

#### Training:

Equivalent to completion of the twelfth grade; course work or training in one or more of the building trades is highly desirable.

### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

05-12-07      Senior Building Maintenance Worker  
03-31-98  
05-07-90      Building Maintenance Leadworker