

**BUILDING MAINTENANCE WORKER**

**DEFINITION**

To install, maintain and repair a variety of equipment and structures; to function as a general repair person or troubleshooter.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Operations Supervisor or Building and Grounds Manager. May receive technical or functional supervision from the higher level maintenance personnel.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Alter, repair, or construct articles and structures of wood or metal; repair school and office furniture; maintain and repair woodwork of buildings.

Install and repair building hardware, such as locks, door knobs, door checkers, door closures and window hardware.

Lay and repair floors and roofs, including work with cement, hardwood, cork, asphalt, tile and other composition materials.

Fit doors, windows, sashes and screens.

Sharpen hand tools; ensure that tools and equipment receive proper care.

Install equipment; perform cement and plaster work; do minor painting and related duties as assigned.

Purchase supplies and materials, such as locks, doors closures and various hardware components.

May perform welding tasks, such as welding chairs and tractor hitches; fabricate angles and braces.

Inventory supplies and equipment; prepare reports of work performed and materials used.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Standard methods, materials, tools and procedures used in carpentry, welding and metal work.

Safe work practices.

Techniques used in maintaining a variety of building components including framing, walls, doors, windows, floors, counters, cabinets, and roofs.

(Over)

Skill to:

Perform journey level building maintenance work.  
Use required tools and machines skillfully and safely.  
Work from sketches, drawings and blueprints.  
Understand and carry out oral and written directions.  
Keep simple records and prepare basic reports.  
Perform heavy manual labor.  
Establish and maintain cooperative work relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Two years of journey level experience in installing, maintaining and repairing equipment structures.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, supplemented by training in a work-related trade school.

License or Certificate:

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