

BUILDING MAINTENANCE WORKER II

<u>Department:</u>	<u>Purchasing & Property Maintenance</u>	<u>Wage Grade:</u>	<u>Rye - 7</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>TPOAM</u>

General Summary:

Under the general direction of the Facilities Maintenance Coordinator, performs a variety of preventative maintenance and repair tasks on County facilities, properties and equipment. Performs preventative maintenance and makes routine repairs to electrical, HVAC, plumbing, security systems and other facility systems, equipment and components. Performs lock repairs and maintains various security equipment. Maintains and repairs various equipment within and on grounds of facilities.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Performs plumbing repairs such as repairing leaks and unclogging drains and fixtures, replacing valves and installing fixtures such as sinks, urinals, toilets and performing other plumbing jobs.
- Performs a variety of carpentry tasks such as repairing walls and partitions, replacing drywall, installing suspended ceilings, repairing door frames, hanging doors, window maintenance repair and replacement.
- Performs general maintenance, inspection and diagnoses problems and determines the best way to correct them, frequently checking blueprints, repair manuals and parts catalogs.
- Performs routine preventive maintenance and ensures that facilities continue to run smoothly, building systems operate efficiently and the physical condition of buildings do not deteriorate.
- Inspects and monitors the operation of heating and air conditioning units, replacing, checking filters, trouble-shooting problems, changing belts, lubricating bearings and monitoring the operation of the boilers and air handler units. Power washing of all units and related operational maintenance.
- Performs electrical and mechanical repairs to fixtures, appliances and equipment, includes testing circuits to locate problems, replacing switches, outlets, fans, ballasts and related tasks. Installs computer cable and telephone lines.
- Performs masonry work, including repairing brick sills, repairing bad mortar joints, repairing cement block wall and patching holes in asphalt. Also, includes weatherization tasks for caulking and sealing around windows, doors and other openings.
- Performs roof repairs such as patching and related repairs, including flat roofs and shingle repairs.

- Performs general laborer tasks, such as removing carpet, tile and other floor coverings, sweeps sidewalks, shovels snow and related tasks.
- May install carpet and other floor coverings.
- Performs maintenance tasks such as replacing light bulbs, fuses on both interior and exterior fixtures and related tasks.
- Performs interior and exterior painting, includes repairing and preparing walls for painting and applying various types of paint. May require use of ladders. Applies caulking as necessary.
- Moves desks, tables and other office furniture.
- Performs landscaping duties such as mowing grass, trimming bushes and trees, new plantings and yard maintenance tasks.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]*

Education: High school graduate. Skills training in electrical, plumbing, blueprint reading, HVAC and other building trades areas, required.

Experience: Four years of experience in the carpentry, masonry, maintenance and repair of building and mechanical systems, including some of the more complex building maintenance repair tasks.

Other Requirements:

Knowledge of:

- HVAC systems, mechanical and electrical systems, building structures, roofing systems and construction.
- Machines and tools, including their designs, uses, repair and maintenance.
- Materials, methods and the tools involved in construction or repair of buildings or other structures.
- Occupational hazards safety rules.
- Relevant equipment, policies, procedures and strategies to promote effective security operations.
- Cost estimating, building materials and contract specifications.
- Computer software (MS Word, MS Excel).
- Principles and processes for providing customer service.

Skills in:

- Being proactive with improvements and concerns related to job duties.
- Using sound, independent judgment.

- Establishing and maintaining effective working relationships with those contacted in the course of the position
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Talking/listening to others to convey information effectively
- Using technology appropriate to the position held.
- Repairing machines or systems using the needed tools
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Ability to:

- Analyze complex data and exercise sound judgment.
- Gather, interpret and record information accurately.
- Read and understand labels and instructions.
- Communicate effectively both orally and in writing.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walks over uneven terrain in inspecting buildings and grounds and new construction sites.
- Ability to access departmental files.
- Ability to enter and retrieve information from computer.
- Ability to access all areas of County offices.
- Ability to climb, bend, stoop, lift 100 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Possession of a valid driver's license.
- May drive a County or personal vehicle in the course of the position.

Working Conditions:

- Works in confined spaces.
- Works outside in varying weather conditions.
- Works in cramped body positions to perform maintenance and repairs.
- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with oil and petroleum products.
- Exposure to large moving parts.
- Exposure to solvents, boiler chemicals and various other chemicals.
- Exposure to gases and fumes.
- Exposure to communicable diseases in the course of some maintenance assignments.
- Exposure to sewage.