



## JOB DESCRIPTION

### Facilities Maintenance Worker

Date Prepared: June 2014

Class Code: 7720

**SUMMARY:** Under general supervision, this is the entry level of the facilities maintenance series that performs a variety of entry level to semi-skilled maintenance and repair work to the City's facilities, housing, building systems and functions.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs maintenance and repair of the air conditioning systems.
- Checks lighting systems; performs maintenance and repairs as needed.
- Inspects electrical systems; performs maintenance and repairs as needed.
- Inspects plumbing systems; performs maintenance and repairs as needed.
- Inspects fuel systems; performs maintenance and repairs as needed.
- Performs roofing maintenance and repairs.
- Performs City housing maintenance and repairs.
- Performs construction, repairs and maintenance of building components.
- Performs janitorial services.
- Conducts fire safety certifications; performs monthly and annual inspections and certifications.
- Inspects and certifies emergency generators.
- Conducts monthly and annual inspections of the City Hall elevator.
- Alerts the supervisor or lead worker regarding unusual issues or concerns.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years of skilled work experience in building maintenance, construction, and repair experience complimented with related coursework applicable to facilities maintenance.

##### Knowledge of:

- City organization, operations, policies, and procedures.
- Inspection principles and practices.
- Building maintenance and repair practices and methods.
- HVAC systems.
- Electrical, plumbing, carpentry and building construction practices and methods.
- Troubleshooting methods.
- Customer service standards and protocols.

**Skill in:**

- Using power and hand tools.
- Operating various motorized vehicles and equipment.
- Reading and interpreting blueprints, plans and schematics.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors, suppliers, contractors, sub-contractors and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License. A Class B Commercial Driver's License may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed both in an indoor and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work at considerable heights. May be required to work in confined spaces. May be required to lift and carry items weighing up to 50 pounds.