



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

Facilities Maintenance Worker FLSA Status: Non-Exempt

DEFINITION

Under general supervision, perform a wide variety of maintenance, repair, and construction work on City facilities; assist in the operational support of public works; provide efficient customer service and function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Employees within this position are distinguished by their ability to perform a full range of duties as assigned including operation and maintenance of various maintenance tools and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies.

ESSENTIAL DUTIES

The essential duties of this classification include, but are not limited to, the following:

- Maintains inside and outside areas of the City facilities; vacuum carpets; wash, dust and clean, paint and patch walls and furniture; pick up and discard trash, clean spills and other materials, clean and replace trash containers; clean and sanitize toilets, sinks, mirrors, counter tops and replace supplies in dispensers; sweep outside areas, monitor facility landscaped areas and report concerns to appropriate staff
- Implements a preventative maintenance schedule for equipment and facilities
- Alter, repair, or construct articles and structures of wood, such as shelves, cabinets, partitions, counters, benches, desks, tables, and forms; assemble furniture and other equipment
- Repair electrical appliances, fixtures, lights, and worn parts through the operation of a variety of equipment used in facility maintenance
- Perform preventative maintenance and inspection of HVAC systems; such as changing air filters and washing condensing units

- Repair and replacement of locks and locking mechanisms
- Maintains a record of cleaning and maintenance schedules; maintains an inventory of equipment and supplies and order as needed
- Loads and unloads trucks, and unpacks equipment or item being delivered
- Repairs and cleans drains, gutters and other areas used for drainage purposes
- Make recommendations for facility operations improvements and/or maintenance
- Performs other duties as required

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge of maintaining facilities and use of supplies and equipment for basic cleaning, and maintaining records regarding cleaning activities.

Knowledge of methods, practices, and equipment used in preventative building maintenance services.

Knowledge of the fundamentals of carpentry, plumbing, electrical systems, and machinery.

Knowledge of basic maintenance and repair procedures and troubleshooting techniques.

Knowledge of a variety of construction and finishing materials; knowledge of the purposes and ability to use the numerous hand tools and power equipment.

Ability to repair and maintain buildings and related structural facilities and furnishings.

Ability to lift up to 50 pounds, using OSHA lifting techniques, combined with stooping, bending, squatting, twisting, reaching and working on irregular surfaces.

Ability to understand and follow specific oral and written instructions and work effectively with others.

Ability to perform general manual labor duties for extended periods, sometimes under adverse climatic conditions.

Knowledge of safety procedures in the use of cleaning materials and equipment and the selection of appropriate cleaning supplies.

Basic computer knowledge and have the ability to learn specific software related to maintenance scheduling and inventory.

Ability to deal tactfully with the public and vendors.

Ability to:

Perform a full range of tasks involved in a variety of building maintenance and repair activities including general rough and finished carpentry, plumbing, mechanical, and painting.

Utilize a variety of advisory data and information including work records, safety regulations, blueprints, equipment operating manuals, and work orders.

Maintain records including time and material use records.

Compare, count, differentiate, measure, and sort information.

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

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely; both orally and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.

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

Education:

Equivalent to the completion of twelfth grade supplemented by vocational/technical training in general maintenance practices and repairs.

Training and Experience:

A minimum of three years of general building, mechanical, and/or electrical maintenance and repair experience. Skilled in HVAC, electrical, carpentry, plumbing, masonry, welding, minor roofing, window repair, painting and locks. Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

Physical Standards:

Physical & Sensory Elements: required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift up to 50 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Environmental Elements: Indoor and outdoor field environment with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, toxic/poisonous substances, unpleasant odors, hazardous physical substances and fumes, dust, and air contaminants.

Tools and Equipment:

Operates power-driven machinery such as a buffer, drill, and key machine to complete maintenance work. Uses equipment and tools such as hammers, screwdrivers, wrenches, drills, and other tools commonly used to maintain facilities and associated equipment. Moves objects (example: stoves, refrigerators, coolers, furniture, etc.) weighing up to 100 lbs. using a hand truck or pulley. Cleans work area and equipment such as the work site, and various hand tools. Works with cleaning fluids, agents, chemicals, and paints using normal, routine, and protective equipment to complete work and maintain City owned property. Sets up and removes folding tables and chairs to assist at community service events. Works in a variety of weather conditions while performing work. Works in small cramped areas while performing facility maintenance/repairs.

LICENSE REQUIREMENTS

Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Classification Status: This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause, or notice, at any time by either City or employee.

Approval Date: June 8, 2022