

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 02/26/2007  
RES NO.: 07-35

## **BUILDING MAINTENANCE WORKER I/II**

### **DEFINITION**

Under general supervision, to do general building and facilities maintenance work and other related duties as required.

Building Maintenance Worker I is the entry-level class and Building Maintenance Worker II is the journey level class in the series. Incumbents in the Building Maintenance Worker I class will progressively perform most of the duties required in the Building Maintenance Worker series but are not expected to function at the same skill level and will usually exercise less independent direction and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, Building Maintenance Worker II positions that may become vacant may reasonably be filled at the Building Maintenance Worker I or Utility Maintenance Worker level for training purposes.

Positions in the Building Maintenance Worker II class are flexibly staffed and normally filled by advancement from the Building Maintenance Worker I class, or when filled from the outside, require prior specific experience in building-related construction and maintenance. Appointment to this class requires the employee to be performing substantially the full range of building maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgement and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to building maintenance.

### **EXAMPLES OF DUTIES**

Assists in, and at the journey level, performs such functions as painting, glazing, repairing plumbing, installing locks, windows, doors, or lighting fixtures; cleaning, waxing, or refinishing floors, walls, and furniture; cleaning and repairing toilet fixtures; sweeping and cleaning interior and exterior of buildings as needed. Makes routine inspection of proper operation and safe conditions of park and playground equipment, walks, roads, and courts; assists in repair or installation of playground equipment of facilities. Assists in the adjustment, and minor repair of heating and air conditioning units; building and finishing cabinets, countertops, and office furniture and staining and varnishing various wood furniture and surfaces. Performs remodeling and renovation

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tasks for municipal facilities, paints interior and exterior of City buildings as required, and safely operates various power and hand tools.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Use and care of general carpentry and maintenance tools; general techniques of carpentry, concrete work, painting, glazing and plumbing.

**Ability to:** Follow oral and written directions; learn and use skilled tasks and apply current practices and procedures; maintain an appropriate public service demeanor; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Physical Capability to:** Perform sustained, strenuous manual labor; climb, lift, crawl, stoop and bend to reach work; may work outdoors in temperature extremes and inclement weather.

**Experience:**

- Building Maintenance Worker I: one (1) year, full-time, paid experience as a Utility Maintenance Worker with the City of Daly City.
- Building Maintenance Worker II: two (2) years full-time experience in general building maintenance, carpentry, plumbing, or painting.

**Education:**

- Building Maintenance Worker I: completion of the tenth grade. Graduation from high school or the equivalent is desirable and required to advance to Level II in the classification series.
- Building Maintenance Worker II: High school graduation or the equivalent.

**License:** Possession of a valid Class C California Driver's License.

**R: 02/07**