

CITY OF RIVERBANK
FACILITIES MAINTENANCE WORKER
(PART-TIME)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, and repair of all City buildings and facilities; performs custodial duties, including cleaning bathrooms, emptying trash, vacuuming, and dusting; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Part-Time Facilities Maintenance Worker** is the entry-level class in the Facility Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is subject to a flexible schedule, dependent on facility rentals, park reservations and may include holiday, weekend and shift assignments. Most hours will be worked during evening and weekends.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Parks and Facilities Supervisor. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Participates in a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities, including City Hall, Community Center, Scout Hall, Police Department, Corporate Yard, and any other required City buildings and facilities.
- Sweeps, mops, strips and waxes floors; cleans bathrooms and replenishes supplies; empties trash containers; shampoos carpet; washes windows; cleans, dusts, and polishes furniture.
- Performs minor plumbing work as necessary; unplugs drains, urinals and toilets; performs routine maintenance on valves, fittings, and other fixtures; replaces light bulbs when necessary, including bulbs for fluorescent lights; may work at elevated levels to replace light bulbs or to perform minor roof maintenance.

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- Participates in minor repair or construction when needed; troubleshoots problems and reports findings to appropriate personnel; paints buildings and facilities when needed; cleans sidewalks of debris near City buildings assigned; maintains planters in front of City Hall.
- Sets up for events at City facilities; moves tables, chairs and furniture.
- Maintains and orders supplies and equipment; researches vendors and prices for supplies.
- Assists in determining when certain repairs or replacements are needed for City buildings and facilities; updates Material Safety Data Sheets with lists of chemicals and uses at assigned stations; performs monthly checks of the fire extinguishers.
- May provide input into the budget and capital improvement projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to work in confined spaces, climb ladders, work at heights above 20 feet; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs, work evenings and weekends, and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Part-Time Facilities Maintenance Worker**. A typical way of obtaining the required qualifications is willingness to learn and perform duties associated with facilities maintenance and to possess the equivalent of six months of experience in general facilities maintenance, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Materials, tools, and methods used in general building construction, repair, maintenance, and upkeep; cleaning and custodial functions; grounds maintenance; applicable federal, state, and local laws, codes, and regulations; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Clean and maintain all City owned buildings and facilities; perform light carpentry, plumbing, and painting work; operate a variety of hand and power tools, vehicles, and equipment used in facility maintenance; perform heavy manual labor; evenings and weekends as assigned; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of equipment, including power and hand tools in the maintenance, repair, and cleaning of facilities.