

**BUILDING MAINTENANCE WORKER I
BUILDING MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, performs general janitorial and maintenance duties related to the cleaning and upkeep of assigned buildings and facilities; sets up and removes tables, chairs and equipment for meetings; and performs a variety of tasks relative to an assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

Building Maintenance Worker I -- This is the entry-level building maintenance class performing the more routine and less complex building maintenance assignments. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Building Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with Building Maintenance Worker II. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the "II" level, and is at the discretion of higher level supervisory or management staff.

Building Maintenance Worker II -- This is the full journey level building maintenance class within the building maintenance series. Employees within this class are distinguished from the Building Maintenance Worker I by the performance of the full range of building maintenance duties including semi-skilled maintenance tasks. 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 of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs general janitorial duties in cleaning and maintaining assigned area; cleans, sanitizes, and maintains assigned buildings, offices, and restroom facilities.
2. Performs grounds maintenance duties including watering lawns and plants, grass cutting and edging, weeding, and minor bush and tree trimming.
3. Sweeps, mops, strips, waxes and buff floors; vacuums rugs and carpets; operates equipment such as floor buffers and vacuum cleaners.
4. Cleans, dusts, and polishes walls, furniture, woodwork, counters and office equipment.
5. Cleans and disinfects restrooms; refills soap, paper, and other sanitary dispensers; cleans and polishes metal work such as door panels and handrailings.

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Building Maintenance Worker I/II (Continued)

6. Washes and cleans windows and glass doors; empties and cleans waste containers; picks up and empties trash on facility grounds.
7. Moves, rearranges, and sets up furniture and equipment for meetings and other events; cleans light fixtures and replaces light bulbs and tubes.
8. Performs minor maintenance and repair work including plumbing, painting, carpentry, and basic electrical work; may assist with major maintenance work as assigned.
9. Operates, maintains, and repairs floor cleaning and polishing machines; purchases janitorial and other supplies; maintains supplies in a safe manner.
10. Locks and unlocks doors and gates to ensure security of buildings and related areas; sets alarms as necessary.
11. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in janitorial and general building maintenance work.
Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures.
Operational characteristics of cleaning equipment and materials.
Proper methods of storing equipment, materials and supplies.
Methods and techniques of performing minor facility maintenance repair.
Safe use of cleaning chemicals and standard safety practices.
Occupational hazards and standard safety practices.

Ability to:

Perform all types of janitorial and routine building maintenance tasks.
Operate a variety of equipment in a safe and effective manner.
Use a variety of janitorial equipment, supplies and materials.
Safely and effectively use and apply cleaning materials and equipment.
Perform minor maintenance and repair work on buildings and equipment.
Work independently in the absence of supervision.
Understand and follow both oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Building Maintenance Worker I

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Two years of janitorial or building maintenance and repair experience.

Building Maintenance Worker II

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Three years of janitorial or building maintenance and repair experience comparable to that of a Building Maintenance Worker I with the City of Suisun City.

License or Certificate

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Indoor and outdoor environment; exposure to noise, dust, grease and cleaning agents.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to walk and stand for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry light to moderate weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.