

# Job Description of Building Maintenance

## Hourly Non-exempt

**DEFINITION:** Under general supervision, performs a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** Incumbents in this class perform maintenance and mechanical duties for assigned buildings, furnishings, and equipment. The required duties may include painting, carpentry, plumbing, electrical, heating, flooring, and related work. Incumbents may work independently, or under supervision.

### EXAMPLES OF DUTIES:

1. Repairs structures; installs items as needed, partitions, shelves and other items as needed; repairs furniture and equipment; installs floor coverings, acoustical ceilings, and; repairs, floors, doors, locks, and related items.
2. Performs electrical repairs such as replacing switches and wiring; repairs refrigeration equipment; installs sprinkler systems and water lines; repairs faucets, sewers, plumbing, boiler room, pumps, check valves, heating and ventilating systems.
3. Perform preventative maintenance for heating, ventilation, air conditioning equipment including replacing belts, changing filters, and coil cleaning.
4. Paint building interiors and exteriors, furniture, cement, and other materials and items.
5. Operates light automotive equipment to travel to facilities throughout the City to transport materials, furniture, and equipment.
6. Maintain and repair plumbing fixtures, including sinks, toilets, faucets, dispensers, fountain and pipes: clear obstructions from water, sewer lines, drains and pumps.
7. Perform Janitorial duties and other duties as assigned.

### EMPLOYMENT STANDARDS:

1. One year of experience in a building trade such as carpentry, painting, masonry, electrical; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Knowledge of: the materials, tools, methods, and equipment used in a building trade, such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices.

Ability to: work from plans and specifications; work with limited supervision; follow oral and written instructions; form and maintain effective working relationships with others; provide training, and assistance to others as required.

### WORKING CONDITIONS:

#### Environmental Conditions

Most duties in this class are performed under periodically disagreeable working conditions, including: working outside, at times in inclement weather; and exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.

#### Physical Conditions

Positions in this class require frequent lifting/carrying of objects weighing up to 25 pounds and less frequently up to 50 pounds, and occasionally up to 100 pounds with assistance. Examples include the ability to: carry an extension ladder.

Incumbents in positions are also required to bend, kneel, crouch, reach, climb, walk and run. Examples include the ability to: shovel or dig in the ground, kneel to lay carpet, bend, push, pull, stand, sit, twist, and stretch while painting, climb up and down an extension ladder, climb up and down stairs, walk on the roof of a building or uneven surfaces, and run to shut off a waterline. Must not be afraid of heights.

#### Driving Conditions

Positions in this class are required to drive and operate vehicles and machinery. Examples include the ability to: drive a truck, or operate a forklift or scissor lift.

Additional Qualifications: Possession of a valid Texas Class C Driver's License. Work on call as needed.

This posting is not all inclusive.