

CITY OF RIVERBANK
SENIOR FACILITIES MAINTENANCE WORKER

*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, leads and participates in the maintenance, limited construction, and cleaning of all City buildings and facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Facilities Maintenance Worker** is the advanced journey level class in the facilities maintenance series. Incumbents perform skilled cleaning and maintenance tasks in the City's building and facilities and provide supervision to assigned staff when required. This classification is distinguished from the next higher class of Parks and Facilities Supervisor in that the latter has supervisory responsibility for all parks and facilities operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks and Facilities Supervisor. Exercises technical and functional supervision over assigned staff.

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

- Leads, reviews, assigns, and performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, repair, and cleaning of City buildings and facilities, including City Hall, Community Center, Scout Hall, Police Department, Corporate Yard, and any other required City buildings and facilities.
- Assigns and directs the work of subordinates; trains new employees; supervises and participates in the cleaning and maintenance of assigned buildings.
- Sweeps, mops, strips, and waxes floors; cleans bathrooms and replenishes supplies; empties trash containers; shampoos carpet; washes windows; cleans, dusts, and polishes furniture.
- Leads and 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.
- Participates in minor repairs 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.

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- Sets up for events at the Community Center and City Hall; moves tables, chairs and furniture.
- Determines 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.
- According to established procedure, purchases materials, equipment, and supplies necessary to complete the maintenance or repair task; maintains an adequate supplies and materials inventory; maintains accurate records; estimates time, materials and equipment needed for various 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 more than 25 pounds 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. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles, 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 **Senior Facilities Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of general repair and maintenance experience in facility maintenance with a minimum of two years at the journey level similar to that of a Facilities Maintenance Worker II in the City of Riverbank, 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.)*

Knowledge of:

Principles, practices and methods of building and facility maintenance, cleaning, and repair; materials, tools, and methods used in general building cleaning, repair, and maintenance; methods and techniques used for cleaning bathrooms and stripping floor wax; safe work practices and the use and care of hand and/or power tools; methods and techniques of supervision; applicable federal, state, and local laws, codes, and regulations; basic principles of mathematics; Material Safety Data Sheets and proper usage of chemicals posted; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; 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.

Ability to:

Lead and perform duties involving the cleaning and maintenance of all City owned buildings and facilities; performs light plumbing, painting, and mechanical repair work; operate a variety of hand and power tools, vehicles, and equipment used in building maintenance and cleaning; perform manual labor; work safely, independently, and with others; interpret, explain, and apply applicable laws, codes, and regulations; lead and train assigned staff; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; 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.