



**CITY OF SANTA CRUZ
BUILDING MAINTENANCE WORKER I**

Reports to: Various reporting relationships
Supervises: Non-supervisory; may provide lead direction to custodian or other temporary staff
Bargaining Unit: Service

BASIC FUNCTION

Under general supervision, performs a variety of custodial and repair tasks in the maintenance of City buildings and facilities; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This class differs from that of Custodian in that incumbents perform more difficult and more diverse maintenance tasks in addition to some custodial duties.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below.)*

- Performs basic plumbing, carpentry, electrical and painting tasks to maintain and repair a facility, such as replacing or adjusting plumbing fixtures; building platforms; adjusting doors; replacing broken glass; repairing fixtures and furniture; replacing fuses and electrical fixtures; repairing electrical outlets; patching and painting interior and exterior walls, adjusting heating and ventilating systems, etc.
- Performs routine manual tasks as requested, such as assembling furniture or equipment, hanging pictures or shelves, changing light bulbs, etc.
- Performs general custodial tasks such as cleaning, waxing and refinishing floor surfaces; removing trash; and using chemical cleaning materials as required.
- Organizes, determines need for and orders approved custodial and maintenance crew labor and/or vendor supplies and equipment; picks up or delivers supplies as necessary.
- Maintains work records and logs and prepares activity reports as required.
- May utilize a computer calendar to be notified of reoccurring or annual maintenance tasks; may access computerized maintenance management system to track work orders.

Position Specific Assignment-Library:

- Transports library materials from one branch or office to another; performs periodic maintenance of library van, including oil change, lube, etc.; reports needed repairs to City garage.

Position Specific Assignment-Parks and Recreation/Civic Auditorium and Louden Nelson Community Center:

- May assist in the pre-planning for events by communicating via email with producers and vendors to assess maintenance, security and related needs, and entering that data onto Excel and Word forms and documents; may use computer to create signs.
- Participates in the set-up for special events, including moving and arranging furniture, setting

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up booths and exhibits, placing and connecting basic sound and lighting equipment, and setting up staging such as screens, curtains, stage pieces, and lines.

- May serve as on-site attendant during events to oversee security of the facility and assist patrons with maintenance and related needs.
- Assist Community Center Assistant with Auditorium maintenance, equipment installation, and repair such as stage flooring, lighting and/or minor repair of risers.
- Willingness to work a flexible schedule, including evenings, weekends, and holidays.

Position Specific Assignment-Parks and Recreation/Wharf

- Performs routine custodial maintenance of the wharf restrooms, offices and exterior areas.
- Operates and assists in maintaining and repairing engines and systems on boats , sweeper and forklift.
- Maintains and repairs electrical, gasoline and pneumatic tools.
- Performs electrical, plumbing and carpentry repairs on wharf buildings and decks.
- Maintains Wharf street and pedestrian lighting
- Setup and guide volunteers in assigned tasks.
- Paints and installs signs.

WORKING CONDITIONS

Position requires talking, hearing, walking, climbing, reaching, working overhead, twisting, balancing, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand and foot movement in the performance of daily duties. The position requires both near and far vision. The need to lift, carry, and push tools, equipment and supplies weighing up to 75 pounds is required. Additionally, the incumbent in this position works inside and outside in all weather conditions including wet, hot, and cold. The incumbent may use chemicals including cleaning solvents, lubricants and paints; in the course of work, the incumbent will regularly be exposed to fumes, dust, and grease or oils. This position may also require exposure to spiders, mice and other pests. In addition, the incumbent may often be exposed to electrical energy, be subjected to vibration and may work in environments with constant noise. The nature of the work also requires the incumbent to use power and noise producing tools and equipment and drive motorized vehicles. The work regularly includes working on ladders or scaffolding and elevated locations such as rooftops. Other working conditions include working around moving objects or vehicles, working with hands in water, and working on slippery uneven surfaces. The work may occasionally involve work in confined spaces such attics and basements. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- General knowledge of the techniques, tools and materials used in performing basic plumbing, carpentry and/or electrical repairs and general custodial tasks.

Abilities:

- Understand and accurately follow verbal and written instructions.
- Act in a courteous and effective manner when dealing with the general public.

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- Maintain effective working relations with co-workers and other City staff.
- Maintain basic records and prepare routine reports.
- Understand and follow safety procedures.
- May learn to use basic computer software such as Outlook, Word, Excel and/or maintenance management system.

OTHER REQUIREMENTS

- Willingness to work evenings and weekends as required.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities listed is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or G.E.D. and
- One year of general custodial experience which included the minor repair of facilities, fixtures and/or equipment.

LICENSES

- As a condition of employment, possession and continued maintenance of a valid California driver's license and a safe driving record.

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Career Ladder

- Service Field Crew Leader
- Building Maintenance Worker II
- *Building Maintenance Worker I*