

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## FACILITIES AND MAINTENANCE SPECIALIST

### **JOB PURPOSE**

Under general direction of Maintenance Division Manager to perform a wide variety of skilled and semi-skilled tasks and operations in the maintenance, alteration, and repair of City buildings, facilities, and equipment; and to do other related work as required.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Performs skilled and semi-skilled trades work in plumbing, carpentry, electrical, and heating/ventilating on City buildings, equipment, and facilities.
- Receives work orders; sets priorities; estimates materials needed; determines work procedures; prepares time, cost, and materials estimates.
- Installs, repairs, and maintains electrical wiring, fixtures, time clocks, breakers, relays, motors, controls, pumps, and other electrical components and equipment.
- Performs maintenance and repair work on plumbing equipment and systems including pipes, fixtures, and valves.
- Installs and repairs counters, doors, windows, roofs, partitions, and cabinets; performs remodeling construction work as assigned.
- Performs welding repairs or modifications to doors, buildings, playground equipment, and fences.
- Requisitions equipment, tools, materials, and subcontractors needed for building maintenance and repairs.
- Paints buildings and structures; sands, textures, and repairs walls.
- Performs maintenance, repair, and construction work in compliance with building and safety codes; street, park and storm drains.
- Prioritizes projects; determines and requisitions needed personnel, equipment and materials for various projects.
- Initiates and carries out improvement projects; help prepare and administer contracts for minor projects.
- Keeps records of work performed on projects.

#### **Marginal Duties:**

- Performs related duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of high school and extensive experience in construction or maintenance work, including the operation of light power-driven equipment; or two years as a Maintenance Worker II; possession of a valid California motor vehicle operator's Class B license. This position may require the use of respiratory protection. The wearing of beards or other facial hair which intrudes on the face piece-face seal is prohibited.

**Ability to:** Coordinate projects and lead other workers; safely operate a variety of hand and power tools, and other equipment used for building maintenance purposes; quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same; prepare estimates of time, material and equipment needed to perform projects; read and interpret blueprints, sketches, and diagrams; prepare accurate time and material estimates; work above and below shoulder level; bend, twist, squat, crawl, and climb to accomplish maintenance functions; lift items weighing up to 50 lbs; hear and distinguish various sounds, such as voices of coworkers in noisy environments and sounds of operating equipment; distinguish colors, such as color-coded wires and colors of fluids; distinguish temperatures of equipment to avoid burns; perform tasks requiring fine hand manipulation; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Knowledge of:** Work practices relating to the maintenance and construction of municipal facilities such as streets, sewers, water lines and landscaped areas; methods, materials and tools used in building maintenance, alteration, and repair; journey level techniques and methods in major trade areas including carpentry, electrical, plumbing, painting, or heating and ventilating; welding equipment and methods; safety rules, codes, and regulations applied to the building trades.

CITY COUNCIL APPROVAL: May 6, 1998