



JOB DESCRIPTION

BUILDINGS AND GROUNDS SPECIALIST

DEFINITION

Under general supervision, to perform semi-skilled and skilled construction, repair, and grounds maintenance duties on various City buildings, facilities, and fixtures, including electrical, plumbing, painting, carpentry, masonry, landscape and related mechanical tasks; and to perform related work as assigned.

EXAMPLE OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to, or all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Performs semi-skilled construction, repair, and maintenance work on City buildings and facilities. (E,M)
- Performs routine carpentry, including sawing, routing, and jointing of wood. (E,M)
- Locates problems and performs necessary repairs on malfunctioning equipment and fixtures. (E,M)
- Repairs electrical wiring, switches, outlets, light ballasts, light fixtures, and other electrical fixtures. (E,M)
- Installs and repairs valves, faucets, and pipes, clears clogged drains, and performs other general plumbing maintenance and installation work. (E,M)
- Monitors and repairs routine wear or damage to City facilities.
- Prepares regular written status reports as to the condition of various City facilities. (E)
- Performs masonry, painting, and mechanical tasks as required.
- Assists other departments with moving, repair, and replacement of office furniture and fixtures.
- Performs building maintenance and custodial duties as assigned. (M)
- Performs heavy manual labor. (E)
- Performs routine grounds maintenance and assists with maintenance of City parks. (M)
- Prepares reports and keeps records as assigned.
- Remains on call to resolve difficult or urgent maintenance tasks. (E)
- Works flexible hours, including weekends and holidays. (E)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern building construction materials and their qualities as they relate to various codes and ordinances.
- Tools, practices, and techniques used in the building and construction trades.
- Building construction and repair practices and procedures.
- Methods, tools, techniques, and supplies used in janitorial, gardening, park and turf maintenance.
- Standard electrical practices, and the repair and installation of wiring, light fixtures, and a variety of other electrical fixtures.
- Standard plumbing practices, and the installation and repair of plumbing fixtures.
- Heating/air conditioning systems, masonry, painting, mechanical, and related trades.
- Safe work practices.

Ability to:

- Perform skilled construction, maintenance, and repair work.
- Perform a variety of tasks as they relate to carpentry, electrical, plumbing, masonry, mechanical, and

related trades.

- Perform a wide variety of park maintenance duties.
- Operate hand and power tools and equipment, and electrical testing equipment, requiring manual dexterity.
- Understand and carry out oral and written directions.
- Work without direct supervision.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Tolerate extreme seasonal changes in outside temperature, and tolerate dust, pollen, wind, and rain.
- Climb ladders and work at high levels as necessary.
- Perform heavy manual labor and lift up to 75 pounds.
- Estimate costs, labor, time, and materials, and keep accurate records.
- Interpret and apply Building Codes as required.
- Develop, interpret, and work from technical sketches, blueprints, and plans.
- Work flexible hours.

Experience:

Any combination of experience that could likely provide the required knowledge and abilities to perform the described duties would qualify.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Necessary Special Requirement:

Possession of a valid Class C California Driver's license. Possession of a valid Class B California Driver's License preferred.

S:\Human Resources\Human Resources\COU JOB DES Files\COMMUNITYSERVICES\Buildings&GroundsSpec_JobDes.doc