

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Facilities Maintenance Worker

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Operations Supervisor	FLSA STATUS: Non-Exempt
SALARY RANGE:	12, 14, 17	
<p>CLASS SUMMARY: Incumbents are responsible for performing a wide variety of general building maintenance and services maintaining facilities District wide. Duties may include: electrical activities; carpentry work; plumbing activities such as unclogging sewers and installing new faucets and water heaters; masonry work such as finishing cement, forming, tie steel, determining elevation and minor grading; painting interior and exterior of buildings; estimating materials, tools, equipment, and ordering parts for projects; and maintaining safety and security to Padre Dam Facilities which include securing property lines and safety related matters that impacts Padre Dam Facilities; making recommendations for improvements; and coordinating specialized work with contractors and internal departments.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Maintains a safe and clean environment at all District facilities. Identifies, removes, or repairs potential hazards, protecting occupants from unsafe conditions.
2.	Provide scheduled maintenance inspections and repairs. Clean and align diverse systems to guarantee optimum system operations. Maintain a record of service cycles and other maintenance activities conducted. Maintains preventative maintenance records, reports and files as required.
3.	Maintains, repairs and constructs irrigation systems including timers, pumps, pressure regulators and electronic valves.
4.	Performs routine to complex electrical duties, including inspecting and testing lighting, wiring and power circuits, replace faulty lights and ballasts.
5.	Performs routine to complex plumbing duties, inspecting, installing and replacing plumbing fixtures, unclogging sinks and toilets.
6.	Performs routine to complex masonry duties, finishing cement, forming tie steel, determining elevation and minor grading.
7.	Performs routine to complex carpentry duties, rough framing, dry wall, roofing, painting, doors, windows, hardware and installation of furniture and millwork.
8.	Performs routine to complex HVAC, boiler and mechanical duties, inspecting, installing or replacing filters, pumps, motors, controls and preventative maintenance.
7.	Maintains safety and security of District wide facilities, inspecting securing or replacing fence material, barbed wire, razor wire, wall spikes, pedestrian gates, vehicle gates, vehicle gate motors, camera systems and access control systems.
8.	This position performs maintenance at all District Facilities and would utilize a District vehicle for transportation.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
9.	Responds to both on-duty and after-hours systems/facilities emergencies and coordinates and completes the necessary repairs.
10.	Performs other duties as needed, of a similar nature or level.

Knowledge (position requirements at entry):

- Maintenance and repair techniques for carpentry, masonry, plumbing, mechanical and electrical work;
- Landscaping maintenance;
- Pesticide application and techniques;
- Basic computer usage;
- HAZWOPER and confined space rules and regulations (certification to be obtained within one year from date of hire);
- OSHA regulations and employee safety requirements;
- Current building codes, standards and best practices;
- National Electrical Code and National Fire Protection Association 70E
- ADA requirements.

Skills (position requirements at entry):

- Possess excellent written and verbal communication;
- Ability to plan and prioritize work orders as they are requested using existing tracking systems;
- Ability to perform maintenance and repairs for carpentry, masonry, plumbing, mechanical and electrical work;
- Ability to read construction documents including schematics, blue prints and drawing as-builts;
- Competent in the safe and proper use of hand, power and powder actuated tools;
- Familiar with building automation systems (BAS);
- Familiar with access control systems and security.
- Ability to identify electrical hazards and work safely around electrical equipment and construction sites

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one-year experience in landscaping, general maintenance or construction trade; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements):

- Possess a Valid California Driver's License, and have maintained an acceptable and safe driving record.
- Valid California Driver's License; Class "A" required within one year of hire. Class A must be maintained through employment.
- Water Distribution Operator Grade 1 certification from State water Resources Control board within one year (or two test cycles) of hire. Grade 2 certification preferred.
- Class A License and Water Distribution Operator Grade 1 Certification, once obtained, may allow an employee to move from Grade 12 to Grade 14.

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Safety Priorities: Use of proper safety methods, techniques and precautions on all tasks. Works safely at heights and on equipment. The ability to identify confined spaces and permit required confined spaces and follow safety procedures for each. Safe and proper use of hand and portable hand tools. Proper use of personal protective equipment as it applies to each aspect of the position. Adherence to all traffic laws, ordinances and rules. Appropriate safety precautions, procedures and practices to maintain a safe work environment as it relates to defensive driving, equipment operation, electrical hazards and hazardous chemicals.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, , grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, extreme temperatures; chemicals, oils and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Date: 4/98; 1/02; 1/05, 08/14, 03/18, 01/20