

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 Warehouse customer service functions District wide.</p> <p>Facilities maintenance activities include: the ability to perform new installations, maintenance, and repairs to include masonry, plumbing, electrical, carpentry, drywall, mechanical and interior and exterior painting and finishes; estimating materials, tools, equipment, ordering parts for projects; and maintaining safety and security to include securing property lines and safety related matters that impacts District facilities; making recommendations for improvements; and coordinating specialized work with contractors and internal departments. Day porter activities may include campus and building cleanup; conference room setup before and after meetings; identifying and removing safety hazards. Warehouse activities may include palletizing and storage of materials; pulling inventory and or picking up parts from outside vendors; operating a forklift; maintaining inventories and delivering materials to job sites.</p> <p>DISTINGUISHING CHARACTERISTICS: There is a wide range within the three level Facilities Maintenance series for the Facilities Maintenance Worker position. The range goes from the entry-level FM worker to the fully trained FM worker who is capable of performing the more complex functions of the position.</p>		

DUTY NO.	Grade 12	Grade 14	Grade 17	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	X	X	X	Maintains a safe and clean environment at all District facilities. Identifies, removes, or repairs potential hazards, protecting occupants from unsafe conditions.
2.	X	X	X	Provide scheduled maintenance inspections and repairs. Maintain a record of service cycles and other maintenance activities conducted. Maintains preventative maintenance records, reports and files as required.
3.		X	X	Maintains, repairs and constructs irrigation systems including timers, pumps, pressure regulators and electronic valves.
4.		X	X	Performs routine to complex electrical, plumbing, masonry, and carpentry.
5.		X	X	Performs routine to complex HVAC, boiler and mechanical duties, inspecting, installing or replacing filters, pumps, motors, controls and preventative maintenance.
6.	X	X	X	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.
7.	X	X	X	Cleans District facilities/buildings including common areas
8.	X	X	X	Prepare conference rooms before and after meetings

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DUTY NO.	Grade 12	Grade 14	Grade 17	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
9.			X	Assist with warehouse functions to include storing, palletizing and issuing of material; check stock levels to verify inventory. Delivers materials and parts to job sites and/or Alpine yard.
10.			X	Assist warehouse staff with maintaining inventory records, records receipt and issuance of stock to jobs and maintenance, records via computer input.
11.	X	X	X	Provides customer service to Padre Dam staff who utilizes the warehoused materials.
12.		X	X	Responds to both on-duty and after-hours systems/facilities emergencies and coordinates and completes the necessary repairs.
13.	X	X	X	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 requirement;
- Basics of purchasing and inventory processes and controls;
- Proper cleaning methods and safe usage of cleaning materials, disinfectants, and janitorial equipment

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;
- Forklift operation;
- Familiar with a variety of chemicals, cleaning products and janitorial equipment.

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Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one-year experience in, day porter activities, facilities maintenance, warehouse operations 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.
- Forklift Operator Certification
- Water Distribution Operator Grade 1 certification from State Water Resources Control Board within one year (or two test cycles) of hire.

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, 04/21