Building Maintenance Technician I
Building Maintenance Technician II

Purpose of the role:	Under supervision (Building Maintenance Technician I) or general supervision (Building Maintenance Technician II), performs plumbing, carpentry, remodeling, painting and a variety of other craft work in the maintenance and repair of City buildings, facilities and related structures and equipment; operates a variety of hand, power and shop tools; and performs related duties as assigned.
Distinguishing Characteristics:	**Building Maintenance Technician I** – This is the entry level class in the Building Maintenance Technician series. This class is distinguished from the Building Maintenance Technician II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Building Maintenance Technicians. Advancement to the II level is based on demonstrated proficiency in performing the full range of building maintenance technician duties and is at the discretion of higher level supervisory or management staff. **Building Maintenance Technician II** – This is the full journey level class within the Building Maintenance Technician series. Employees within this class are distinguished from the Building Maintenance Technician I by the performance of the full range of duties as assigned including the more complex construction, maintenance, and repair duties, operating a variety of equipment, and providing training to less experienced Building Maintenance Technicians. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are alternately staffed and are normally filled by advancement from the Building Maintenance Technician I level, or when filled from the outside, require prior experience.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a variety of semi-skilled and skilled building maintenance duties involved in the repair and maintenance of City buildings, facilities, and grounds; performs and assist in building maintenance tasks involving plumbing, carpentry, remodeling, painting, and a variety of other craft work.
- Inspects assigned facilities for compliance with safety standards;

Essential Duties and Responsibilities:

performs repairs as necessary to ensure compliance.

- Installs and repairs piping for water and air conditioning lines; installs, repairs and maintains lavatories, sinks, wash basins, toilets, urinals, foundations, grease traps, drains, gas and electric water heaters, water filters, water tanks, and pumps, chlorinator systems, hot water heaters and HVAC units, and other plumbing systems and fixtures using copper, PVC, and galvanized pipe.
- Performs framing, rough and finish carpentry to erect small structures, partition interior spaces, frame and trim doors and windows, build or repair floors, indoor and outdoor benches, tables, signs, decks, fences, gates and related items.
- Builds and repairs interior cabinetry such as counters, cupboards and shelves; refinish furniture including stripping, staining, and varnishing.
- Operates hand, power and shop tools used in the course of building construction, woodworking, and building maintenance such as power drills, saws, drill presses, joiners and planners;
- Masks, sandblasts, brushes and chemically prepares surfaces for painting; operates spray equipment and uses manual tools to paint interior and exterior surfaces, equipment and facilities; prepares and applies bonding materials such as epoxy.
- Prepares forms, sets rebar, pours and finishes concrete to repair or construct equipment and small building slabs, foundations, retaining walls, patios and related structures;
- Installs, repairs, and replaces hinges, locks and dead bolts; makes keys as necessary.
- Replaces and/or repairs lighting fixtures; checks and replaces light bulbs and fluorescent tubes as necessary.
- Removes and replaces window glass.
- Installs and repairs linoleum, ceramic tiles, base boards and carpeting.
- Performs masonry work, including mixing mortar and setting, truing and finishing bricks and stones.
- Operates small trucks and performs utility duties such as loading, hauling and unloading materials and supplies.
- Completes basic records, such as work orders, time sheets, requisitions, and accident reports; makes oral and written reports of work done.
- Reads and interprets blueprints, drawings, specifications and manuals; calculates, designs, and prepares sketches for construction and modification to be performed; estimates materials and lays out work.
- Cleans the City swimming pool; maintains proper water chemistry levels.
- As assigned, transports library materials from one library to another.
- May be assigned to perform custodial duties, when necessary.
- Responds to emergency calls as necessary including those after hours.
- Performs related duties as required

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Desired Minimum Qualifications:

Knowledge of:

- Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing.
- Principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper and PVC pipes, including HVAC maintenance.
- Methods and materials used in concrete work, surface patching and brick and masonry repair.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Safe operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the fields of plumbing, carpentry, and related building trades.
- Basic mathematical principles.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Operate and maintain specialized tools used in carpentry, plumbing and related building trades.
- Measure and calculate angles, lengths and volumes.
- Design, lay out and prepare sketches for carpentry and related construction jobs.
- Estimate necessary materials and equipment to complete assignments.
- Exercise independent judgment and initiative without close supervision.
- Read and interpret manuals, specifications, drawings and blueprints.
- Perform shop mathematics.
- Utilize standard office equipment including computers and related software applications.
- Prepare clear and concise reports.
- Maintain records including time and material use records.
- Ensure adherence to safe work practices and procedures.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Building Maintenance Technician I

Education/Training:
Equivalent to completion of the twelfth grade.

Experience:
One year experience in the maintenance and repair of buildings and facilities is desirable.

Licenses; Certificates; Special Requirements:
A valid Class C California driver's license is required.

Building Maintenance Technician II

Education/Training:
Equivalent to completion of the twelfth grade.

Experience:
Two years of experience at a level comparable to the Building Maintenance Technician I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:
A valid Class C California driver's license is required.

Physical and Environmental Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Primary functions require sufficient physical ability to work indoors and outdoors; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry, and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Indoor and Outdoor environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels; interact with City staff and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final*

qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: