



JOB DESCRIPTION

Senior Maintenance Worker - Facilities

Date Prepared: September, 2021

SUMMARY: Under limited supervision, performs various City infrastructure semi-skilled and unskilled maintenance and repair tasks. Work responsibilities may extend to providing work direction and training to less experienced maintenance crew members; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform skilled special project work including plumbing, electrical, drywall, roofing, construction, and HVAC system troubleshooting.
- Generate construction drawings, obtain construction permits, build, and construct new office and living areas.
- Assist supervisor with prioritizing projects, creating schedules, and completing repairs and/or construction for Fire and Sheriff Departments.
- Assist supervisor with prioritizing projects, creating schedules, and completing repairs and/or construction for the City's ADA Transition Plan.
- Perform welding repairs.
- Clean facilities exterior grounds, offices, conference rooms, break rooms, restrooms, locker rooms, offices, corridors, and common areas.
- Paint the interior and exterior of buildings and other structures.
- Maintain and repair tools and small equipment.
- Move and re-arrange furniture, chairs, desks, tables, etc.
- Inspect facilities and report needed work to supervisor.
- Calculate and adjust chemicals for the City's pool, maintain the pool for aquatic events, and monitor pool equipment.
- Operate various motorized equipment and vehicles.
- Remove graffiti from walls, signs, and sidewalks.
- Prepare estimates of materials and equipment.
- Utilize a computer to receive, update, and submit work orders, as assigned.
- Maintain a variety of records as required, including inventory distribution, inspections, and Safety Data Sheets (SDS).
- Procure tools, equipment, materials, and supplies for work projects.
- May lead a small crew.
- Attend a variety of meetings including employee safety meetings and training sessions.
- Assist with City special event setup.
- May serve on-call standby for after hours and emergency situations.
- All other duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two years of, facilities maintenance and repair, or construction experience; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- May require a Pool Operator certification.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction, maintenance and repair practices and methods.
- Plumbing and electrical systems maintenance and repair.
- Welding practices and methods.
- City building codes.
- Employee safety practices.
- Operation of motorized construction and maintenance equipment.
- Principles and practices of project management.
- Record keeping techniques.
- Proper lifting techniques.

Skill in:

- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools and motorized equipment and vehicles.
- Maintaining basic written records.
- Time management.
- Attention to detail.
- Operating a personal computer and various software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and government officials, community groups, and the public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders, work in trenches and in confined spaces. May be required to stand and/or walk, stoop and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date