

BUILDING MAINTENANCE WORKER I

POSITION SUMMARY: This is varied custodial work involving semi-skilled maintenance work or minor supervisory work. Although an employee of this class is responsible for performance of general cleaning and custodial work, he also performs varied and difficult work in building maintenance and repair and may supervise the work of janitors. The employees work under general supervision, receiving specific instructions on unusual jobs. Routine assignments are checked by spot inspections or as a result of complaints.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Repairs and maintains facilities in large housing project repairs and maintains window and door screens and storm doors; replaces broken windows; does minor plumbing and electrical maintenance and repair.
2. Fires low pressure boilers providing heat for large buildings; cleans, services and does minor repair on heating and ventilating systems.
3. Does painting of walls and equipment; makes carpentry repairs, sweeps, mops and polishes floors, washes walls; windows and woodwork; dusts, polishes, arranges and moves furniture and equipment; replaces light bulbs; unstops lavatories and toilets.
4. Cleans and maintains grounds and walks.
5. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of building maintenance and cleaning practices, supplies and equipment.
- Some knowledge of carpentry, plumbing and practical electricity.
- Ability to meet and deal courteously with the public.
- Ability to understand and carry out instructions.
- Ability to perform semi-skilled maintenance and repair tasks without immediate supervision.
- Possession of valid driver's license.

Building Maintenance Worker I

- An employee in this class, upon appointment, should have the equivalent of the following training and experience:
- Experience in building maintenance work in performing a variety of building tasks.
- Completion of the tenth school grade.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.