

City of
EDMONDS
Washington

BUILDING MAINTENANCE OPERATOR

Department:	Public Works - Facilities	Pay Grade:	J
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Facilities Manager

POSITION PURPOSE: Under general supervision, performs skilled construction, maintenance, repair and renovation of City buildings, facilities and equipment; performs duties in a variety of the building maintenance and construction trades including: carpentry, plumbing, roofing, painting, masonry and locksmith duties; assures buildings are maintained in a safe and clean condition; prepares and maintain records.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs skilled maintenance, repair and renovation of City buildings, facilities and equipment.
- Performs skilled duties in a variety of building maintenance and construction trades including: carpentry, plumbing, roofing, painting, masonry, locksmithing and other trades.
- Designs, constructs, repairs and refinishes cabinets and woodwork.
- Performs carpentry duties: including construction of walls, footings and forms.
- Repairs and replaces sheetrock, and perform other general carpentry duties.
- Designs and drafts blueprints and working drawings for remodels, cabinets, sidewalks, stairs and various projects.
- Assists and coordinates with other departments for remodeling and space upgrades.
- Serves as crew leader for projects as directed.
- Removes, repairs and installs a variety of flooring including: vinyl flooring, carpeting, ceramic tile, cove base and linoleum.
- Repairs and maintains plumbing fixtures including: toilets, sinks, showers, drains and hot water tanks; installs new supply and waste lines and other related plumbing.
- Performs masonry duties including: construction, repair and replacement of a variety of roofing materials.
- Constructs and repairs concrete sidewalks, stairs, footings and walls; builds forms, pours and finishes concrete.
- Performs minor electrical repairs and replacements including: switches, motors, and pumps.
- Performs locksmithing duties; assists department heads and vendors to establish and secure a keying system; maintains lock and key inventory.
- Prepares surfaces for painting; mixes, blends and applies paint to match or cover interior or exterior surfaces; works on ladders or scaffolding as needed.
- Maintains and prepares records related to work performed including: inventories, work orders, preventive maintenance, key system records and inspection records.

JOB DESCRIPTION

Building Maintenance Operator

- Operates a variety of equipment including: hand and power tools utilized in the various trades; operates various equipment and machinery including: a boom truck, dump truck, backhoe or other machinery as assigned.
- Performs various janitorial activities including: cleaning and disinfecting restrooms; vacuuming, mopping, waxing and dusting; stocking supplies and purchasing various materials and supplies as needed; moves office equipment and furniture as needed.
- Assists with asbestos abatement, HVAC, insect control and other areas as directed.
- Assists in the preparation of various events including: setup and break down of platforms, sound systems, banners, stairs and other equipment.

Required Knowledge of:

- Standard tools, equipment, materials, methods and techniques used in a variety of skilled building maintenance duties and trades.
- Operation and proper maintenance of tools, equipment and machinery used in the building trades.
- Requirements of maintaining buildings, facilities and equipment in good repair.
- Preventive maintenance principles and procedures.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Health and safety practices, regulations and procedures.
- Record-keeping techniques.
- Various equipment and repair manuals, product labels and parts catalogs.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.

Required Skill in:

- Performing a variety of skilled maintenance and repair tasks to City buildings, facilities and equipment.
- Reading, interpreting and applying applicable building codes, ordinances and regulations.
- Operating a variety of equipment and tools including: janitorial, painting, masonry, electrical, locksmith and other equipment.
- Reading and interpreting schematics, blueprints, sketches and diagrams.
- Estimating adequate amounts of time, labor, and materials needed for projects.
- Working from blueprints, shop drawings and sketches.
- Adding, subtracting, multiplying and dividing quickly and accurately.
- Maintaining records related to work performed.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other software relevant to assigned work.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three years of responsible journey-level maintenance experience in one or more of the building trades.

JOB DESCRIPTION
Building Maintenance Operator

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.

BOC I certification within a specified period of time after hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____