CITY OF CAMARILLO

Facilities Maintenance Assistant	Job Code: 330 FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Prforms general maintenance duties related to maintaining assigned buildings, facilities, and grounds; sets up and removes tables, chairs, and equipment for meetings and events; operates the centralized mail room; and responds to general service requests from City staff and the general public.

REPRESENTATIVE DUTIES

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.

1. Implements the City's preventive maintenance program for assigned buildings, facilities, and grounds; inspects buildings and grounds and determines necessary maintenance and repair needs; responds to employee service requests; performs preventive maintenance and makes minor repairs to walls, plumbing, and electrical systems in City buildings; changes light bulbs; reports work requiring major repair or replacement; obtains estimates for repairs.

2. Cleans grounds; picks up trash in building entrance, parking lot, and surrounding areas; pressure washes side walks and court yards.

3. Monitors work of custodial contractors; works with contractor to remedy deficiencies; washes windows; performs general clean up in buildings and surrounding areas.

4. Receives, sorts, weighs, determines postage, stamps, and delivers daily incoming and outgoing mail; keeps related postage and shipping records; operates and performs routine service on the postage meter, mail inserting machine, and postage scales.

5. Operates and performs routine service on photocopier equipment, overhead projectors, and audio-visual equipment; coordinates equipment repair.

6. Monitors inventory and places orders for designated materials and supplies as necessary; receives, inventories, stocks, and issues a variety of office supplies and materials; keeps records of supplies and materials received and issued; reviews and verifies related invoices.

7. Moves office furniture; sets up and break downs community and meeting rooms as requested including the set-up of furniture and audio visual equipment and systems.

8. Performs safety inspections of walk ways, public areas, and storage rooms; identifies and reports safety, fire, security, and sanitary hazards.

9. Performs related duties as required.

QUALIFICATIONS

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.

Knowledge of:

Methods, materials, and techniques used in performing general building maintenance and repair work.
Operational characteristics of tools and equipment used in area of assignment.
Building systems including HVAC, fire, security, and lighting systems.
Proper methods of storing equipment, materials, and supplies.
Occupational hazards and standard safety practices.
Postal rates and regulations.
Basic principles and procedures of record keeping.
Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

Perform a full range of routine building maintenance and repair duties.
Operate a variety of equipment and use a variety of tools in a safe and effective manner.
Clean and care for assigned equipment.
Safely and effectively use and apply cleaning materials and supplies.
Read and understand floor plans and set-up specifications.
Inspect work of contractors and ensure quality standards are met.
Calculate postage.
Understand and follow oral and written directions.
Organize work and set priorities.
Maintain inventories.
Prepare and maintain a variety of records.
Operate office equipment including computers and supporting software applications.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of responsible building maintenance experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Indoor and outdoor environment with travel to different sites and locations; exposure to noise, cleaning agents, dust and grease, mechanical and electrical hazards, and all types of weather

and temperature conditions; occasionally works in confined spaces or on ladders/scaffolding.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to lift, carry, push, and/or pull light to moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates