

FACILITIES MAINTENANCE WORKER

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DEFINITION

Under direction maintains Alameda Power & Telecom facilities keeping them safe, secure, clean and in proper working order and performs other duties as assigned.

EXAMPLES OF DUTIES

1. Maintains Alameda Power & Telecom facilities keeping them safe, secure, clean and in proper working order.
2. Performs carpentry, cabinet work, painting, plumbing, electrical, minor welding and sprinkler system repairs, and minor HVAC repairs and maintenance.
3. Moves and repairs office furniture and equipment.
4. Replaces light bulbs, light switches, light fixtures, ballasts and lenses.
5. Sets and maintains timers for control of lighting, HVAC systems and irrigation.
6. Contacts, meets with, negotiates, schedules and monitors the work of outside Facilities contractors.
7. Works with members of other departments to achieve maintenance and repair goals.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school. Certificates or degrees in Industrial Technology are desirable. California State Class B Contractor's License is desirable.

Experience: Five years of progressively responsible general building and grounds maintenance experience including HVAC, plumbing, electrical and minor welding fabrication and repair work. Basic machine shop procedures. Two years knowledge of computers, including the use of MS Word, Excel, and Internet. Experience with in-house computerized systems.

Knowledge

Knowledge of techniques, tools and materials for maintaining and repairing buildings and safe work practices and procedures.

Abilities

Ability to diagnose and repair facilities problems by performing semi-skilled work in a variety of maintenance and construction trades; operate a variety of hand and power tools; repair and maintain tools and equipment; read and interpret various blueprints, maps, and construction drawings; lift up to 50 pounds; work from ladders or scaffolding, and work in confined areas; understand and carry out oral and written instructions; work independently; maintain accurate records; communicate effectively; establish and maintain effective working relationships with fellow employees, contractors and the general public.

Other Requirements

Possession of a valid California Class C Driver's License, possession of, or ability to obtain within six months of hire, a valid California Department of Motor Vehicles Hazardous Materials Endorsement, and a satisfactory driving record as a condition of initial and continued employment. Positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.