



CITY OF HAWTHORNE
PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE WORKER
Classification Specification
(Classified)

JOB SUMMARY

The Building Maintenance Worker, performs a variety of semiskilled work in the maintenance, repair and improvement of City buildings and facilities. Depending upon assignment and shift, independently performs job duties or works under general supervision.

SUPERVISION RECEIVED

The Building Maintenance Worker, depending on assignment, works under the supervision, supervisor or director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Building Maintenance Worker. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Performs general maintenance, repair or painting on building and facilities.
- Performs semiskilled work on City buildings and structures.
- Cleans building floors by sweeping, mopping, scrubbing and/or polishing them; vacuum mats, carpets and spot clean carpeted areas; deep clean carpeting using a variety of carpet cleaning equipment.
- Cleans restrooms and maintains supplies.
- Dusts all surfaces, including shelves, counters, window blinds and similar fixtures; dust and polish furniture and woodwork; cleans lighting fixtures, including changing tubes or bulbs
- Performs semiskilled plumbing maintenance work
- Performs semiskilled electrical, replaces and repairs sinks, toilets, faucets, pipes, etc.
- Monitors building security and safety by performing such tasks as locking doors and windows after operating hours, repairing and/or replacing locks, doors and windows, turning off lights, checking electrical appliances to ensure hazards are not created and providing other forms of building security.
- Paints a variety of interior and exterior surfaces including buildings, furnishings, and signs.
- Collects trash inside and outside of the building; cleans and lines waste receptacles; disposes of trash, recyclables and organic waste; removes biohazardous waste from temporary holding containers.
- Makes input regarding material and equipment acquisition or replacement.
- Takes care of equipment and materials used on shift.
- Works weekends and shifts as assigned.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or G.E.D.; AND
- A minimum of one (1) year full-time paid general maintenance experience.
- Additional coursework or vocational training in the semi-skilled trades desirable.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of basic methods, materials, tools and equipment used in custodial work
- Knowledge of occupational hazards and safety practices and procedures related to the work.
- Knowledge of some knowledge of first aid and applicable safety precautions.
- Knowledge of maintain proper standards of cleanliness in assigned areas.
- Knowledge of equipment and supplies used in building maintenance and repair.
- Ability to work independently and complete daily activities according to work schedule.
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- Ability to follow work safety procedures and practices.
- Ability to read blueprints or schematics.
- Ability to work safely on poles, platforms, and from mechanical hoisting equipment’s.
- Ability to receive training and work in confined spaces.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to follow written and oral directions and communicate effectively.
- Ability to complete basic work activity records and time reports.
- Ability to establish and maintain effective working relationship with fellow employees, City staff, and the general public.
- Ability to maintain confidentiality regarding sensitive information.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 50-75 pounds; dexterity to drive trucks and vehicles; distinguish among various colors; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

While performing the duties of this job, the employee's work may be regularly performed indoor or outdoor and seasonal climate and weather conditions will vary. On a regular basis, the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

Revised: August 2022

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