

BUILDING MAINTENANCE WORKER III

DEFINITION

Under general supervision; to perform a variety of journeyman level work relating to electrical systems and equipment, skilled and semiskilled mechanical maintenance work on steam and/or hot water boilers, refrigeration and air conditioning, pumps, air compressors, and associated equipment, plumbing and photovoltaic systems located on County property; to maintain mechanical and security systems at the County Detention Facilities; to perform skilled building maintenance work and general construction; and to do related work as required. Have an understanding of computerized control systems.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. This class is distinguished from the Building Maintenance Worker I and II series by requiring specialized knowledge and skills to perform the operation and maintenance of, electrical systems, plumbing equipment, photovoltaic systems as well as steam and/or hot water boilers, refrigeration and air conditioning units, electrical devices and systems. Building Maintenance Workers in this classification confer with the supervisor to establish priorities for assignments and activities. An incumbent in this classification may be called after hours for emergency repair work.

REPORTS TO

Facilities and Projects Manager and/or General Services Director

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide direction for staff, work furlough personnel and Inmates

EXAMPLES OF ESSENTIAL DUTIES

- Installs, repairs and make adjustments to (but not limited to) electrical conduit and duct systems, fixtures, motors, switches, outlets, cable, meters, distribution systems and substations, panels, circuits, pumps, controls, heating and air conditioning equipment, elevators, auxiliary power equipment, generators, switchboards, street lighting circuits, fire alarms, security systems, airport runway lighting systems, transformers, plumbing and photovoltaic systems, pneumatic and electronic control devices, steam and/or hot water boilers, and pumps
- Overhauls ventilation systems, air compressors, emergency generators, and air conditioning equipment

- Performs charging, evacuating, condenser cleaning and filter changes
- Repairs or replaces boilers; adjusts burners and high and low water cut-out controls; performs casing repairs and safety valve overhauls
- replaces pump couplings, motor bearings, and belts
- Lubricates all mechanical equipment; security control panels, lighting systems, electro-mechanical security doors and intercom systems at County Detention Facilities
- Participates in the general repair and remodeling of County buildings; performs a variety of skilled and semiskilled work, including carpentry, masonry and concrete, painting, plumbing, electrical work, and alteration of buildings; installs electrical fixtures and assists with the inspection of buildings and facilities for needed repairs;
- Operates hand tools, power tools, and operates heavy equipment
- Analyzes, plans, directs and participates in electrical maintenance including the support and design of County facilities and special projects
- Prepares oral and written reports, prepares cost estimates and a variety of documents
- Assures work is performed in accordance with the National Electric Code, Mechanical Code, Building Codes and current industry standards
- Performs troubleshooting, inspections, and diagnoses of electrical systems and components
- Install and repair HVAC units including electric and mechanical components and associated ductwork including flexible tubing and sheet metal construction
- Conducts and coordinates necessary building and safety inspection meetings with other agencies
- Performs estimates for labor and material for specific jobs
- May oversee and assign work to staff, work furlough personnel or inmates; completes and maintains records and reports, and other related duties as assigned
- Acts as supervisor in the supervisor's absence

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- All pertinent federal, state and county laws, codes, rules, regulations and standards
- Basic principles of supervision, training and performance evaluation
- Principles and techniques involved in public works construction methods, administrative tasks and materials
- Principles of lead direction, work coordination, and safety training
- Electrical, electronic, and construction practices, terms, methods
- Basic mathematical principles
- Proficient use of electrical and electronic testing equipment
- Low pressure boilers, ventilating equipment, refrigeration equipment, absorption air conditioners, and mechanical building systems and equipment
- Plumbing, die thread cutting, union and fitting replacement, and open drain and finish replacement
- Carpentry, masonry/concrete, electrical, and plumbing trades
- Applicable provisions of building, electrical, and plumbing codes
- Safe work practices
- Plumbing, electrical and photovoltaic systems in County buildings
- Methods and practices followed in the maintenance of tools, machinery and equipment
- Basic security systems as used in a detention facility

Ability to:

- Perform skilled and unskilled work in the maintenance and repair of County building, equipment and grounds
- Operate electrical and electronic testing equipment
- Interpret and apply pertinent federal, state and local laws, rules and regulations, and County policies and procedures
- Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
- Understand and effectively interpret Building Codes, and other regulations and guidelines
- Instruct and train others
- Read and interpret maps, drawings, and engineering plans and specifications, architectural plans and construction related documents
- Prepare oral and written reports
- Establish and maintain cooperative working relationships with co-workers
- Operate, maintain, and repair air conditioning, heating, ventilating, refrigeration and related mechanical building systems
- Recognize and locate conditions which require maintenance and repair work
- Use and care for hand and power tools utilized in the building trades including forklift and heavy equipment
- Follow written and oral instructions

- Perform arithmetic calculations at the level necessary for satisfactory job performance
- Work under stress and in emergency situations. Remain flexible in adapting to changes in priorities, assignments and other interruptions which may impact pre-established timelines and courses of action for completing projects

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects; physical ability to lift and carry objects weighing up to 100 pounds; possess normal manual dexterity and eye-hand coordination; possess corrected hearing and vision to normal range for the use with welders, OHM meters, amp-meters, carbon dioxide/monoxide testers, hand and power tools, heavy equipment, and a variety of building trades tools and equipment. Able to work in high places, including towers and poles, climb, stoop, and crawl in confined spaces.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to varying temperatures and weather conditions; exposure to dust, steam, controlled and hazardous substances, pesticides, herbicides, gases and chemicals; working around electrical equipment including high voltage; confined spaces and high elevations; moving machinery parts; continuous contact with staff and the public. Work involves heavy lifting and other strenuous work, and traveling from site to site.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience as a journeyman electrician; and four (4) years of experience in the commercial or industrial building trades including one (1) year in the mechanical operation, maintenance, and repair of heating and air conditioning systems, low voltage systems and electrical control devices. Typical experience would include the following trades; carpenter, drywall, plumbing, electrical, heavy equipment operator, and other related work

Completion of a Heating/Air Conditioning Training Program will substitute for the one (1) year heating and air conditioning experience requirement

SPECIAL REQUIREMENTS

- Possession of a valid California Driver's license issued by the California Department of Motor Vehicles
- Preferred possession of/or ability to obtain a valid state contractor's license (C-4, C-7, C-10, C-20, C-38) or proof of successful graduation from a registered apprenticeship

program. Demonstrated experience may be substituted for the required experience of a license or apprenticeship program

- Underground tank and forklift certification required within (9) nine months of report of appointment
- Must be willing to work after hours and/or evenings as necessary to respond to emergencies