

## **COUNTY OF SOLANO**

### **CLASS SPECIFICATION**

### **BUILDING MAINTENANCE ASSISTANT**

#### **CLASS SUMMARY:**

Under supervision, assists in performing routine maintenance and minor construction tasks on buildings and building support equipment. Employees in this class assist Building Trades Mechanics in construction, repair, and maintenance of County buildings and building support equipment and, assist Stationary Engineers with heating, cooling, ventilating and refrigeration systems, or may assist other related classes. As experience is acquired, the employee completes assigned duties with less immediate supervision, but with confirmation of accuracy of worked completed.

#### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Facilities Operations Supervisor** class which is a first line supervisory class responsible for the work unit engaged in the operations and maintenance of County owned buildings and support equipment, and which, depending on the unit supervised, may include heating, air conditioning, ventilating, refrigerating, electrical, plumbing, carpentry.
- **Building Trades Mechanic (Senior)** class under direction, performs the most difficult and/or specialized technical assignments which require considerable knowledge of trade skills required for the maintenance and repair of buildings, equipment and related systems. Employees in this advanced journey level class performs and/or leads the work of others in construction, repair, and maintenance of County buildings and building support equipment. Assignments cover the full spectrum of the building trades (e.g., carpentry, plumbing, electrical, masonry, painting, and locksmithing) from rough to finish work. Provides technical expertise in support of building maintenance and repairs.
- **Building Trades Mechanic** class which under direction, performs a variety of building construction maintenance and repair tasks requiring journey level skill in the building trades. Employees in this class perform journey level work in the construction, repair and maintenance of County buildings and building support equipment. If required, provides technical expertise in support of building maintenance and repairs. Assignments cover the full spectrum of the building trades (e.g., carpentry, plumbing, electrical, masonry, painting, and locksmithing) from rough to finish work. If required, provides technical expertise in support of building maintenance and repairs.
- **Stationary Engineer** class which under direction, operates, repairs, and maintains heating, cooling, ventilation and refrigeration systems and controls. Employees in this journey level class are responsible for operating, maintaining and repairing building support equipment in assigned County Facilities. Positions may be assigned to work in assist the County Cogeneration Plant.

#### **SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Facilities Operations Supervisor (s).

- No supervision is exercised over others. However, may receive consultation, technical expertise, instruction, and/or advice from Building Trades Mechanics and/or Stationary Engineers, or related classifications.
- May receive lead direction from a Building Trades Mechanic (Senior) or Stationary Engineer (Senior).

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Assists Building Trades Mechanics in performing the following:
  - constructing shelves, simple cabinets and performing rough carpentry work;
  - repairing and/or constructing walls and ceilings using wood or metal stud and drywall;
  - assembling and disassembling office systems furniture;
  - refinish or repainting furniture;
  - painting of interior and/or exterior of building and structures;
  - repair /or replace ceiling tiles or acoustic panels;
  - assembling/disassembling and/or moving of scaffolding;
  - making repairs to roofs, windows, screens, blinds, doors and stairwells;
  - replacing or installing building related fixtures and equipment;
  - installing and repairing ceilings, floors, roof tiles and drains;
  - replacing linoleum, acoustical and floor tiles;
  - repairing leaky faucets, ruptured pipes, flush valves and toilets;
  - repairing and replacing plumbing fixtures including toilets, urinals, faucets, drains, valves and piping;
  - removing and installing lights fixtures, incandescent/fluorescent lights, and light ballasts;
  - cleaning, testing and chemically treating decorative ponds and fountains;
  - replacing and repairing sewer lines and related equipment;
  - installing / or replacing building insulation;
  - performing minor carpentry, electrical, and mechanical repairs on a variety of buildings and building equipment;
  - Masonry, brick, concrete tile, and concrete installation.
- Assists Stationary Engineers in performing cleaning, general maintenance, or emergency repairs on building equipment, including heating, cooling, ventilating and refrigeration systems.
- Assist Stationary Engineers in cleaning, testing and chemically treating heating and cooling water for HVAC systems.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- **Education:** High School Diploma, GED, or equivalent; **AND**
- **Experience:** No experience is required; however, applicants must be able to demonstrate required knowledge, skills and abilities.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants are required to possess a valid California Driver's License, Class C  
**Note:** The driver's license must be kept current while employed in this class.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Common tools, materials, equipment and methods used in carpentry, roofing, electrical, plumbing, painting and masonry trades.
- Customer service techniques.
- Basic english composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Basic mathematics to determine amount of materials needed for a job, including but not limited to, square footage of areas to be worked on.
- Standard office procedures, practices, equipment, computers, and software.
- Construction safety protocols and regulations.

**Skill and/or Ability to:**

- Use a variety of hand, pneumatic, hydraulic power tools and related shop equipment need to support construction, repairs and maintenance activities.
- Operate saws, drill presses, grinders, basic hand and power tools, electric and pneumatic power tools, welders, air compressors, and other tools as needed to support construction, repair and maintenance activities.
- Assist in performing work in a wide variety of maintenance and construction trades.
- Follow verbal and written directions and instructions.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.
- Follow safe working practices.
- Demonstrate tact and diplomacy.
- Make routine arithmetical calculations.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Maintain accurate records and document actions taken.
- Use modern office equipment to include computers, smartphones, and related software applications.

**PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, crawling, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking during normal work hours on uneven surfaces.

- Lifting, Carrying, Pushing and Pulling – Heavy work: This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: This class requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Employees are also required to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand, power tools and equipment.
- Hearing/Talking: This class requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- Other: This class typically requires employees to have sufficient sense of smell, and touch to observe equipment functions for normal and abnormal occurrences.

**WORKING CONDITIONS:**

- Outdoor Work: Employees in this class will often be working outdoors and thus may be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather; may be exposed to e.g. insects, rodents, snakes, bees, wasps, spiders, ants, etc.
- Work in an Industrial Area: Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations; employees may be subject to injuries when working with hand and power tools and equipment.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus may be subject to traffic hazards while driving.
- Working at Heights: Employees in this class may be required to work at heights 50-75 feet or more above the ground on equipment and structures.

**OTHER REQUIREMENTS:**

- Background Checks, Reference Checks and Physicals: The County will conduct a background check, a reference check and a physical on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, to perform work at other work sites, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Drug and Alcohol Testing: Candidates applying for positions in this class are subject to, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing of incumbents includes post-accident, as well as random and reasonable suspicion testing as required by law.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: March, 2005
- Date Adopted by the Board of Supervisors: March, 2005
- Date(s) Revised: December, 2016
- Class Code: 971050