

CITY OF ROSEVILLE

BUILDING MAINTENANCE AIDE

DEFINITION

To perform a variety of routine and manual tasks related to the maintenance and repair of City buildings, equipment and related facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Building Maintenance Supervisor and receives technical and functional supervision from the Senior Building Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES - Duties include, but are not limited, to the following:

Assist Building Maintenance Workers by performing a variety of routine tasks related to the maintenance and repair of City buildings, equipment and facilities.

Assist Building Maintenance Workers in remodeling, repairing and constructing such items as partitions, room additions, counters, tables, bookcases, roofs, roof repairs and mechanical equipment.

Assist in the installation, maintenance and repair of carpeting, floor tile, linoleum, wood floors, ceramic tile and other surfaces.

Assist with moving, pickup and delivery of furniture, materials, equipment; set-up for events, meetings and holidays.

Assist Building Maintenance Workers in the fabrication of metal and wood materials in order to build and repair brackets, shelves, braces and other building maintenance fasteners.

Make minor repairs to doors, windows, floors, lockers, gates, roofs and ceilings.

Change light bulbs and air-conditioning filters.

Clean spills and unsanitary conditions.

Raise and lower flag poles.

Keep records on inventory, service and maintenance work performed.

Use proper safety precautions and follow City policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices used in the routine maintenance of buildings, equipment and related facilities.

Common tools and equipment used in a variety of building construction and maintenance trades.

General knowledge of building materials and supplies used in various crafts.

Basic computer skills related to data entry/retrieval.

Basic principles and practices of record keeping.

Ability to:

Learn to perform routine work in the maintenance and repair of City facilities, equipment and related facilities.

Understand and follow oral and written instructions.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze routine problems with equipment; identify and locate equipment; interpret work orders; remember equipment location.

Intermittently, sit while reviewing schematics and manuals; bend, squat, climb, kneel and twist when performing routine repairs; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Learn to operate a computer as necessary to perform job duties, including data entry and retrieval.

Read the more routine blueprints and manuals.

Maintain basic records related to work activities.

Work on-call on evenings, weekends, or holidays.

Perform manual labor for extended periods of time.

Building Maintenance Aide

-3-

Work outdoors in a variety of weather and environmental conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required. One year of experience performing building maintenance work on commercial buildings is highly desirable.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of California Class C driver's license.

11-26-16 Building Maintenance Aide