

City of San Jose

FACILITY REPAIR WORKER (3238)

CLASS PURPOSE

Under general supervision, performs a wide variety of semi-skilled work in the repair of buildings and equipment at City facilities. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs minor repair on buildings caused by vandalism and normal wear including patching plastic, spot painting, floor tile repair and replacement, glass replacement, wall panel replacement and wood trim replacement.

Prepares work orders for major repair and alterations and monitors progress and completion of projects.

Prepares reports on materials, labor and cost on damage caused by users in order to recover cost.

Maintains records on repair of equipment.

Performs preventive maintenance functions on various equipment.

Repairs and maintains water faucets, urinal valves, commode valves, shower heads, minor pipe leaks and various other water control valves.

Repairs and maintains cords, wires, damaged receptacles and fixtures involved in electrical and sound equipment.

Repairs and maintains equipment including scrubbing machines, sweeping machines, vacuum cleaners, chairs, tables, curtains, lockers and benches.

Repairs and maintains ropes, lines, brackets and pullies involved in various types of drop curtains.

DISTINGUISHING CHARACTERISTICS

This is a specialized class involved in semi-skilled repair and maintenance of City facilities and depending upon assigned department, reports to a Supervisor of Facilities or Building Trades Supervisor. This class differs from the classes of Carpenter, Painter, Electrician and Plumber in that the incumbents of those classes perform at the journey level. This class differs from Facility Attendant and Custodian in that incumbents of these classes are involved mainly in custodial and set-up work.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of general materials, methods, tools and equipment used in the repair and maintenance of buildings and equipment at City facilities, including semi-skilled carpentry, electrical, painting and plumbing work.

Knowledge of safety practices and procedures necessary in building and equipment maintenance work.

Ability to use power tools and equipment safely.

Ability to understand and carry out written and oral instructions.

Ability to keep simple records and prepare routine reports.

Ability to set priorities for completion of projects.

Ability to work harmoniously and effectively with other employees and with the public.

Competency Knowledges, Skills and Abilities

Knowledge of the fundamental provisions of various codes pertaining to the maintenance and repair of buildings involved in this type of work.

Ability to draw sketches and plans for assigned projects, estimate the materials required and record the time and materials used.

TRAINING AND EXPERIENCE

Any combination of training and experience equivalent to completion of eighth grade and three (3) years of experience in the construction, repair and maintenance of buildings to include semi-skilled carpentry, plumbing, painting and electrical work.

(0360q/0368P)

City of San Jose

FACILITY REPAIR WORKER (3238)

CLASS PURPOSE

Under general supervision, performs a wide variety of semi-skilled work in the repair of buildings and equipment at the facilities of the Convention and Cultural Center. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Repairs and maintains equipment including scrubbing machines, sweeping machines, vacuum cleaners, chairs, tables, curtains, lockers and benches.

Repairs and maintains ropes, lines, brackets and pullies involved in various types of drop curtains.

Repairs and maintains cords, wires, damaged receptacles and fixtures involved in electrical and sound equipment.

Repairs and maintains water faucets, urinal valves, commode valves, shower heads, minor pipe leaks and various other water control valves.

Performs minor repair on buildings caused by vandalism and normal wear including patching plastic, spot painting, floor tile repair and replacement, glass replacement, wall panel replacement and wood trim replacement.

Prepares work orders for major repair and alterations and monitors progress and completion of projects.

Prepares reports on materials, labor and cost on damage caused by users in order to recover cost.

Maintains records on repair of equipment.

Performs preventive maintenance functions on various equipment involved at the Convention and Cultural Center.

DISTINGUISHING CHARACTERISTICS

This is a specialized class involved in semi-skilled repair and maintenance of facilities and reports to an assigned Supervisor of Facilities. This class differs from the classes of Carpenter, Painter, Electrician and Plumber in that the incumbents of those classes perform at the journey level. This class differs from Facility Attendant in that incumbents of that class are involved mainly in custodial and set-up work in the preparation for events at the Convention and Cultural Center.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of general materials, methods, tools and equipment used in the repair and maintenance of buildings and equipment at the Convention and Cultural Facility including semi-skilled carpentry, electrical, painting and plumbing work.

Knowledge of safety practices and procedures necessary in building and equipment maintenance work.

Ability to use power tools and equipment safely.

Ability to understand and carry out written and oral instructions.

Ability to keep simple records and prepare routine reports.

Ability to set priorities for completion of projects.

Ability to work harmoniously and effectively with other employees and with the public.

Competency Knowledges, Skills and Abilities

Knowledge of the fundamental provisions of various codes pertaining to the maintenance and repair of buildings involved in this type of work.

Ability to draw sketches and plans for assigned projects and estimate materials required and record time and materials used.

TRAINING AND EXPERIENCE

Any combination of training and experience equivalent to completion of eighth grade and three (3) years of experience in the construction and maintenance of buildings to include semi-skilled carpentry, plumbing, painting and electrical work.

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