

City of San José

SENIOR FACILITY REPAIR WORKER (3239)

CLASS PURPOSE

Under general supervision, supervises and performs a wide variety of semi-skilled work in the repair of buildings and equipment at the convention and cultural 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.)

- Plans, assigns, and supervises the work of subordinate personnel engaged in the maintenance and repair of equipment and facilities.
- Leads, repairs, and maintains equipment, including scrubbing machines, sweeping machines, vacuum cleaners, chairs, tables, curtains, lockers, and benches.
- Leads, repairs, and maintains ropes, lines, brackets, and pulleys involved in various types of drop curtains.
- Leads, repairs, and maintains cords, wires, damaged receptacles, and fixtures involved in electrical and sound equipment.
- Leads, repairs, and maintains water faucets, urinal valves, commode valves, showerheads, minor pipe leaks, and various other water control valves.
- Leads and 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 of repair of equipment.
- Leads and performs preventive maintenance functions on various equipment at the convention and cultural facilities.

DISTINGUISHING CHARACTERISTICS

This class has the responsibility of lead direction to Facility Repair Workers. This class differs from Facility Repair Worker in that the latter performs semi-skilled repair and maintenance work at the convention and cultural 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 facilities.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of supervision.
- Knowledge of general materials, methods, tools, and equipment used in the repair and maintenance of buildings and equipment at the convention and cultural 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 train and lead others in semi-skilled repair and 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 Knowledge, 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.
- Ability to train and lead others in semi-skilled repair and maintenance work.
- Ability to work harmoniously and effectively with other employees and the public.

Education

Successful completion of high school, G.E.D. Certificate, or California Proficiency Certificate.

Experience

Five (5) years of experience in the construction and maintenance of buildings to include semi-skilled carpentry, plumbing, painting and electrical work, of which two (2) years must have been at a facility similar in size to those of the convention and cultural facilities.

Acceptable Substitutions

None.

Umi Postilla 3/20/98