



BUILDING AND MAINTENANCE WORKER I

DEFINITION: To perform a variety of skilled and semiskilled duties in the maintenance, construction, and repair of buildings and equipment; and to perform related duties as assigned.

ESSENTIAL JOB DUTIES: Alters, repairs, or constructs articles and structures of wood such as cabinets, partitions, counters, doors, window frames, forms, and fences; repairs office furniture, equipment, and wooden fixtures; maintains and repairs woodwork of buildings; builds cases and shelving; fits doors, windows, and screens; maintains tools and equipment; installs cabinet tops and hardware; performs glazing work, cuts and installs window glass; repairs existing plumbing systems; installs water piping, sewer mains, and laterals; replaces or repairs pipes, valves, fittings; replaces water closets, flush valves, ball cocks; cleans out waste piping; works from blueprints and sketches; orders materials and maintains a list of materials on hand; cleans, sands, seals, and otherwise prepares and paints using roller, brush, or spray as required; inspects, disassembles, ventilating, and refrigeration units and systems; tests for defective parts and determines cause of malfunction; inspects wiring, visible relay contacts, capacitors, and motors and belts; replaces damaged or malfunctioning parts; changes filters, oils, and cleans equipment; adjusts and installs switches, gauges, and other control systems; installs and replaces tubing and pipe as necessary; may supervise, assign, and review work of an assigned assistant; inspects, repairs, replaces, and installs lighting devices, motors, clocks, bells, wiring, conduit, switches, plugs, sewage pumps, magnetic contacts, circuit breakers, vacuum tubes, relays and resistors; works from wiring diagrams and schematic diagrams; may perform welding duties; may assist other building and maintenance workers as necessary; performs journey level tasks as assigned.

EMPLOYMENT STANDARDS

Experience: High school graduate or equivalent with three years of full-time, journey level experience in one or more of the building trades.

Knowledge of: Materials, methods, tools, and safety practices of two or more of the following trades: plumbing, carpentry, painting, heating and air conditioning, hazardous materials, and safe work practices.

Ability to: Perform journey level work in plumbing, electrical, mechanical, painting, or carpentry; estimate materials and time required for jobs; read blueprints and work

from plans, drawings, sketches, and specifications; work cooperatively with coworkers and others contacted in the course of work.

Physical ability to: Meet and maintain standards of physical endurance and agility; perform heavy manual labor; lift in excess of ninety pounds; use a pick and shovel; move tools and equipment by pushing and pulling; stand and walk on uneven surfaces; work in confined spaces; work in adverse weather conditions; must have the physical stamina to withstand repetitive bending, twisting, squatting, and reaching overhead.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must be willing and able to work on-call and/or overtime.