



**Pleasant Hill Recreation & Park District
BUILDING MAINTENANCE WORKER I
JOB DESCRIPTION**

Job Title: Building Maintenance Worker 1

Department: Building Maintenance

Reports To: Facilities Manager

Job Type: Full Time - Non-Exempt

POSITION SUMMARY

Under the direction of the Facilities Manager, the primary role of the Building Maintenance Worker 1 is to perform a variety of skilled maintenance for District facilities, including, but not limited to, carpentry, painting, plumbing, electrical, heating, ventilation, and air conditioning (HVAC). They will also operate a variety of maintenance equipment including hand, power, shop tools, and maintenance vehicles. They also ensure facilities are available for use and consistently maintained in a safe and clean condition.

SUPERVISION RESPONSIBILITIES

This position has no direct supervision responsibilities. May provide supervision and/or technical training to other staff members as assigned by Facilities Manager or Building Superintendent.

IDEAL CANDIDATE

The ideal candidate will have a balance of hands-on building maintenance skills and the ability to perform a wide range of duties required to ensure our buildings and facilities are safe for public and staff use. The model candidate is also a person who takes pride in a job well done and enjoys helping others have the best experience possible. Our Vision: To be the leaders in providing WOW experiences every day. A person with a healthy sense of humor and a positive attitude is always a welcome addition to the District's energetic and dedicated team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Follows repair and installation policies and procedures and informs supervisor of any needed changes; troubleshoots malfunctions; engages and manages outside vendors/contractors as necessary; evaluate new equipment and techniques.

Makes general repairs to buildings; repairs, replaces, and constructs framing for small maintenance projects including doors, walls, floors, roofing, windows, etc. for frame buildings and structures; replaces window glass; repairs and installs various types of wood cabinets, counters, and shelving; repairs stairways; installs wallboard.

Repairs pipe breaks, plumbing stoppages, and faulty fixtures. Performs maintenance painting including application of paints, varnishes, and lacquers by using brushes, rolls, or spray equipment; paints building exteriors and interiors.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Work proactively to address systemic inequities through District policy recommendations, organizational structures, and community outreach while facilitating an integrated vision and shared responsibility for prioritizing and advancing institutional goals. The District aims to foster an affirming work culture based on the core values of excellence, equity, diversity, belonging, and inclusion through:

- Recruiting and retaining staff who are reflective of the diverse communities served by Pleasant Hill Recreation and Park District.
- Fostering an environment that is welcoming, affirming, and empowering for staff of all backgrounds.
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Contributes to team effort by accepting and accomplishing other assigned duties as needed per supervisor's request.

DESIRED QUALIFICATIONS

Ability to:

- Perform skilled facilities maintenance and repair work in a diverse range of trade areas.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments
- Considerable knowledge of the practices, methods, material, tools and equipment of one or more of the building and mechanical trades
- Considerable knowledge of the occupational hazards and related safety precautions in building maintenance and repair work
- Use tact, initiative, and independent judgment to problem solve.
- Establish and maintain positive and effective working relationships with others.
- Remain flexible and adapt as job responsibilities change.

- Perform work as directed in an efficient, effective, safe, and timely manner.
- Make accurate basic arithmetic calculations.

MINIMUM QUALIFICATIONS

Age Requirements

- At least 18 years of age

Education/Experience

- High school diploma, general education degree (GED) or equivalent; and at least four years recent experience in building maintenance or related trade and/or training; experience and knowledge of equipment and procedures used in carpentry, plumbing, electrical and mechanical applications or equivalent combination of education and experience.
- Must be proficient in the English language with the ability to read, understand simple instructions, and write short correspondence.
- Must be able to communicate information effectively verbally to individual customers, clients, and staff members in-person, via email and/or over the phone or present information to small groups in-person.

Licenses & Certifications

- Possession of a valid California State Driver's License with a good driving record and maintain throughout employment.
- American Red Cross Adult/Pediatric First Aid/CPR and AED Equivalent certification within 90 days of employment (Training provided).

PHYSICAL DEMANDS

Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity needed to operate tools and equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Some tasks

involve ladders, lifts, high beam work or cramped positions in small places. Exposure to moving parts (compressors, etc.), cleaning and construction chemicals, dust and blood borne pathogens. The noise level in the work environment is usually moderate but can occasionally be loud. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance
- Physical/Drug Screening