



Building Maintenance Aide

Department/Division:	Parks and Recreation/Facilities
Reports To:	Facilities Maintenance Supervisor
Provides Direction To:	None
Date Prepared:	June 14, 2022

GENERAL PURPOSE

Under close supervision, assists City full-time employees in the performance of basic maintenance and custodial functions for City parks and recreational facilities; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Maintenance Aide is a part-time entry-level maintenance position assigned to the Facilities Maintenance Division of the Parks and Recreation Department. These positions receive functional supervision from the Facilities Maintenance Supervisor and assist Facility Maintenance Worker I and II positions. The Building Maintenance Aide are distinguished from the Facilities Maintenance Worker I and II by performing less complex tasks and by receiving a great level of supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Open and secure facility use by setting, testing, and resetting alarms.
2. Inspect and clean facility and park restrooms, including sinks, tiles, toilets, floors, mirrors, walls, and drinking fountains; and polish metal work fixtures.
3. Sweep, scrub, mop, vacuum, and clean facilities to ensure ready public use.
4. Assist in setting up and breaking down tables and chairs and setting up and taking down equipment for special events and facility programs and services.
5. Empty trash receptacles and pick up and remove trash.
6. Assist with masking and painting of walls, doors, and surfaces.
7. Check and identify equipment failures within facilities, photograph vandalism and deficiencies, and perform graffiti removal.
8. Organize and take inventory of shop supplies in storage areas.
9. Interface with facility users and general public given basic questions regarding facility use and conditions.

10. As assigned to pool facilities, vacuum pools and brush and scrub pool tiles, floors, and walls for pool facilities.

11. As assigned to pool facilities, test chemistry balance of pool chemicals and document chlorine and Ph levels.

QUALIFICATIONS GUIDELINES

Knowledge of:

Basic maintenance and cleaning tasks; safe work practices.

Ability to:

Complete basic records; perform assigned maintenance tasks; perform heavy manual labor; read and write English at the level required for successful job performance; and establish and maintain cooperative working relationships with staff, supervision, and general public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or equivalent is required. Some prior maintenance related training or work is desirable.

Licenses; Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl to access facilities and clean ground level pool areas.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are required to learn and apply new information or new skills; use basic math skills; work under deadlines; and interact with City staff, supervision, and the general public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works both outdoors and indoors. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud when working near power maintenance equipment.