City of Bellingham
Classification Specification

CLASS TITLE	**Facilities Maintenance Worker I/II/III**
DEPARTMENT	**Public Works\Operations**
UNION:	**1937**
SG:	**105/107/109**
CS:	**Entry/Promotional**
FLSA:	**Y**
EE04/SOC CODE:	**SC/49-9098**

NATURE OF WORK:

Performs progressively responsible multi-discipline operational and maintenance work on assigned buildings, facilities and equipment. Operates and maintains heating, ventilation and air conditioning (HVAC) equipment; steam and hydronic boilers; electrical distribution and lighting systems; electronic and computerized control systems; emergency power generation and distribution; mechanical systems and pneumatics. Performs plumbing, carpentry, flooring installation and repair, surface preparation and painting. Maintains outer envelope of buildings including roofing, siding, and windows. Conducts inspections on all building systems and recommends capital replacements and improvements. Installs and repairs modular office systems and furniture; assists in planning and implements moves for City departments. Works with Purchasing Division to write specifications and source supply.

DISTINGUISHING CHARACTERISTICS:

The Facilities Maintenance Worker I is an entry level position in the Facilities Maintenance Series designed to begin the training and gain the experience necessary to progress to fully qualified and skilled Facilities Maintenance Worker III. The Facilities Maintenance Worker I is distinguished from the Facilities Maintenance Worker II by the performance of more basic and routine tasks and duties assigned and by a greater level of supervision and instruction required in the performance of assigned duties. The Facilities Maintenance Worker I is typically used as a training position, employees in this position may have only limited or no directly related work experience, although a career path is encouraged through advanced custodial maintenance experience. The Facilities Maintenance Worker I requires continuous advancement in job knowledge and skills. Incumbents in this position will move to Facilities Maintenance Worker II in a non-competitive promotion upon satisfactorily completing two years of experience performing multi-discipline facilities maintenance or one of the building trades (HVAC, electrical, plumbing or carpentry) and five Continuing Education Units (CEU's) of City-approved maintenance classes.

The Facilities Maintenance Worker II is a progressive entry/promotional position in the Facilities Maintenance Series designed for Facilities Maintenance Workers who have gained the experience and skill required to function as a Facilities Maintenance Worker II. The Facilities Maintenance Worker II is distinguished from the Facilities Maintenance Worker I by the performance of more advanced technical duties and by a greater level of independence in performing work. Incumbents in this position will move to Facilities Maintenance Worker III in a non-competitive promotion upon satisfactorily completing four years of experience of independent work in multi-discipline facilities maintenance or one of the building trades (HVAC,

electrical, plumbing or carpentry), obtaining required certification and completing 10 CEU's of City approved maintenance classes.

The Facilities Maintenance Worker III is distinguished from the Facilities Maintenance Worker II by the greater level of skill, experience and independence in performing job duties. Incumbents at this level are fully aware of operating procedures and policies within the Public Works Department and have attained the knowledge, skills and abilities required to perform all essential functions of the position, receiving instruction and assistance as new or unusual situations arise. This classification is distinguished by responsibility for, and ability to independently perform, maintenance and repairs on a variety of HVAC, plumbing and electrical systems and to diagnose problems with these systems. Must be able to competently utilize computer software programs for HVAC, security and maintenance management systems.

SUPERVISORY RELATIONSHIPS:

Reports to the Facilities Manager. Receives work assignments and technical direction from the Facilities Maintenance Specialist. Receives daily work direction and technical instruction from the Facilities Maintenance Technician. The Maintenance Worker I works under close supervision or direction. The Maintenance Worker II and III work under general supervision in carrying out assigned work according to City and department policies, procedures and regulations. The Maintenance Worker II and III may act as a lead as assigned and assist in training lower classified and temporary or regular non-benefited employees.

ESSENTIAL FUNCTIONS:

1. Performs progressively responsible operational and maintenance activities as planned and scheduled to meet applicable federal, state and local regulations; industrial standards; and project specifications. Responsible for the full range of maintenance and repairs including electrical, mechanical, plumbing, carpentry, general building maintenance and custodial work of assigned facilities and equipment. Coordinates work with various contract or outside services when appropriate.

2. Performs preventative maintenance on electrical distribution and lighting systems; HVAC equipment such as boilers, fans, air conditioning, compressors and chilled water systems; domestic water systems; and plumbing fixtures. Disassembles, cleans, inspects, and reassembles boilers for inspection. Oils and greases mechanical equipment.

3. Performs corrective maintenance such as diagnosing, troubleshooting, replacing, adjusting and rebuilding defective machinery, equipment and associated systems or components. Replaces circuit breakers and receptacles; rebuilds/repairs steam system valves and condensate traps.

4. Installs new and replaces existing electrical, mechanical, and plumbing system components including lighting; motors; pumps; controllers; HVAC; fans; compressors; water, air, and wastewater lines and fixtures. Demolishes and constructs new walls, ceilings, and floors.

5. Operates and maintains building security and life and safety equipment including locks, burglar alarms, fire protection and notification systems, and signage. Locks and unlocks buildings; secures buildings when not in use by checking for unlocked doors and windows; reports any unauthorized occupants. Utilizes computerized access systems to set occupancy schedules.

6. Inspects buildings, grounds and equipment on a daily basis. Makes necessary repairs and/or modifications as needed and/or reports damage to Maintenance Specialist and/or Facilities Manager.

7. Makes on-site assessments to determine appropriate equipment and materials to complete work according to specification. As necessary, adapts equipment and materials to meet specific requirements.

8. Maintains and repairs a variety of commercial floor machines such as scrubbers, vacuums and buffers; replaces drive wheels, shafts, gears, valves and electrical switches; lubricates motors and cleans terminals.

9. Keeps division's inventory of maintenance supplies and tools. Purchases supplies through the City Purchasing Division.

10. Performs maintenance management system computerized data entry, work order and report functions to log, chart, plan and report complete and accurate records of work performed. Utilizes computerized control systems to troubleshoot, assess proper heating and cooling levels and ensure efficient operation of equipment as assigned.

11. Removes leaves and debris and provides snow and ice removal from parking lots, sidewalks, grounds, roofs, and City common areas. Cleans building exteriors including windows.

12. Assists in planning and provides office set-up service to tenant specification. Assembles and installs modular office and wall systems. Constructs items such as bookshelves. Assembles furniture, file cabinets and other storage units. Installs artwork, whiteboards, shelves, wall hangings and hooks. Ensures reasonable earthquake precautions are installed.

13. The Facilities Maintenance Worker II and III assist in training lower classified staff as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs related duties of similar nature or level within the scope of the classification.

2. The Facilities Maintenance Worker II and III may act as lead as assigned by providing technical or project based work direction to lower classified staff.

3. May work weekend, holiday, or emergency shifts independently with and without supervision.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Working knowledge of the City's overall building operating systems to include electrical, plumbing, lighting, HVAC, generators/UPS and cabling for IT and security systems.
- Working knowledge of the Public Works building maintenance operations policies, procedures and guidelines.
- Knowledge of cleaning methods, supplies and safety practices in custodial/maintenance work.

Skill in:

- Technical skill to perform multi-discipline trouble shooting, preventative and corrective maintenance tasks in all skilled trades including HVAC, electrical, electronics, mechanical, pneumatics, plumbing, carpentry, flooring repair and installation, painting and surface preparation.
- Safe and efficient use of a wide variety of hand and power tools and light equipment including but not limited to table saws, chop saws, drill presses, portable lifts, power snakes and power operated fastening systems; operates forklifts and lift trucks.
- The use of common electronic and electrical tools such as digital volt ohm meters, ammeters and oscilloscopes.

Ability to

- Communicate effectively orally and in writing.
- Follow written and oral directives including instructions on labels for the proper use of cleaning materials.
- Work independently in carrying out assigned tasks.
- Read, research and follow technical manuals, blueprints and drawings.
- Perform simple addition, subtraction, multiplication and division with quantitative methods applicable to a facilities maintenance environment.
- Utilize computerized systems including City e-mail system; basic word processing programs; maintenance management, security, centralized HVAC and energy management programs.
- Learn and become proficient in the use of computer systems for HVAC and maintenance management, and diagnostic software systems for City facilities.
- Maintain consistent and punctual attendance.
- Ability to and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job:
    - Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
    - Read instructions;
    - Work safely around equipment;
    - Effectively monitor and respond to voice radio and crew communications, and alarms in a noisy environment;
    - Continuously perform work near the floor ;
    - Ascend to, and work from, heights of up to 100 feet;
    - Work occasionally in confined spaces;
    - Lift and transport heavy objects of approximately 50 lbs. frequently;
    - Lift and transport weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain. The work may be in a high-risk environment including electrical voltage, extreme temperatures and heights, operation of power equipment and motorized vehicles and exposure to noise, vibration and airborne particles. Employees may be required to use personal protective equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

Facilities Maintenance Worker I

- High school diploma or equivalent AND
- One year of experience in facilities custodial maintenance or basic building maintenance functions.

- Must successfully complete 5 CEU's of City approved maintenance classes to be eligible for promotion to Facilities Maintenance Worker II.

Facilities Maintenance Worker II

- High school diploma or equivalent AND
- Two years of experience in multi-discipline facilities maintenance or one of the building trades (HVAC, electrical, plumbing or carpentry).
- OR
- Completion of a two year certified educational program in multi-discipline building/facilities maintenance

- Must obtain Pool Operator Certification within one year of promotion into position and maintain throughout employment.
- Must successfully complete 10 CEU's of City approved maintenance classes to be eligible for promotion to Facilities Maintenance Worker III

Facilities Maintenance Worker III

- High school diploma or equivalent AND
- Four years of experience in multi-discipline facilities maintenance or one of the building trades (HVAC, electrical, plumbing or carpentry) Experience must reflect independent work in one or more of the trades listed.
  OR
- Completion of a two year certified educational program in multi-discipline building/facilities maintenance AND two years of experience in multi-discipline facilities maintenance or one of the building trades (HVAC, electrical, plumbing or carpentry). Experience must reflect independent work in one or more of the trades listed.

- Must successfully complete Building Operator Certification (BOC) Level I Training and obtain Training Certificate of Completion within two years of promotion into position and maintain throughout employment.
- Must successfully complete Building Operator Certification (BOC) Level II Training and obtain Training Certificate of Completion within three years of promotion into position and maintain throughout employment.

At time of hire, all incumbents will be placed at Facilities Maintenance Worker I level and will advance to levels II and III in a non-competitive promotion upon satisfactorily completing experience and CEUs required for each level.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Must be able to report for emergency call-out within sixty (60) minute response time as assigned. Holiday, emergency and weekend work may be required.
- Must obtain first aid/CPR certification within 6 months of hire and maintain throughout employment.
- Must obtain Forklift operator certification within 1 year of hire and maintain throughout employment.
- Failure to obtain appropriate certifications within established time limits will result in demotion to the lower classification for which qualified, until such time as the required certification is achieved.

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