COUNTY OF SOLANO

BUILDING MAINTENANCE ASSISTANT

Est. 01/05

DEFINITION

Under close supervision, assists in performing entry-level maintenance and minor construction tasks on buildings and building support equipment; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Maintenance Assistant is an apprentice, pre-entry level classification, that assists Building Trades Mechanics and Stationary Engineers in the construction, repair and maintenance of County buildings and building support equipment. This classification provides on-the-job training to employees for advancement to the entry level in the building trades. Assignments are limited in scope, contain routine tasks, and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. This classification is distinguished from the Building Trades Mechanic (Entry) and Stationary Engineer (Entry) in that the latter classification have at least one year of experience in the building trades and are able to perform minor repairs and routine duties under general supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives technical supervision from journey level Building Trades Mechanics and Stationary Engineers.

Exercises no supervision.

EXAMPLES OF DUTIES- *Duties may include but are not limited to the following:*

Assist higher-level building trades employees in general repairs or building maintenance.

Construct shelves, simple cabinets and perform rough carpentry work as directed.

Repair and/or construct walls and ceilings using metal stud and drywall.

Assist in preparing furniture and building surfaces for refinishing or repainting; paint or varnish walls, floors, and trim; help move or erect scaffolding.

Learns to make repairs to roofs, windows, screens, Venetian blinds, doors and stairwells; replace and install towel racks, bulletin boards, broom racks and related fixtures; replaces linoleum, acoustical and floor tile.

Assist in the repair of leaky faucets, ruptured pipes, flush valves and toilets; replace pipe lagging and repair sewer lines and related equipment.

Perform minor electrical and mechanical repairs on a variety of buildings and building equipment.

Assist Stationary Engineers to perform general and emergency maintenance on building equipment, including heating, cooling, ventilating and refrigeration systems.

Occasionally drive a truck or other equipment in performance of regular duties.

Install systems furniture and ergonomic accessories

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Common tools, materials, equipment and methods used in carpentry, roofing, electrical, plumbing, painting and masonry trades.

Skill to:

Drive a motor vehicle

Ability to:

Use a variety of basic hand tools; e.g., wrenches, screwdrivers, drills, grinders and other related shop equipment.

Assist in performing work in a wide variety of maintenance and construction trades.

Follow general and detailed verbal and written instructions.

Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE

Experience:

No experience is required

Education:

High school diploma or GED; applicants must be able to demonstrate required knowledge and abilities listed above.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to work independently.

Incumbents must be able to perform heavy manual labor associated with building construction and maintenance tasks which may include lifting objects weighing more than 100 pounds. Working with a full range of body movements involving reaching, bending, grasping, climbing and working around equipment under high pressure and extreme temperature ranges.

Depending on assignment, candidates for some positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents may work outdoors in all types of weather conditions and may also be required to work in or around hazardous and adverse conditions.

Director of Human Resources

APPROVED
E. Jensford-Seitz

March 9, 2005
Solano County
Civil Service Commission

Established Date: January 2005
BOS Date: March 1, 2005
CSC Date: March 9, 2005

I:\Classification\Class Specs\Building Maintenance Asst.doc