

**City of San Rafael  
Job Class Specification**

# **Job Title: Facility Repair Worker I/II/III**

## **SUMMARY**

Under general supervision, performs carpentry, plumbing, interior remodeling, painting, and a variety of other work in the maintenance and repair of City buildings, structures, and facilities.

## **CLASSIFICATION CHARACTERISTICS:**

*Facility Repair Worker I* is the entry level class of this series. Initially under close supervision, incumbents perform simpler, less skilled repairs while learning more skilled and/or difficult work. As experience and proficiency are gained, there is greater independence of action within established guidelines. Incumbents normally advance to the II level after three years of successful performance at the I level, and demonstrating proficiency for performing II level work.

*Facility Repair Worker II* is the skilled level of the series, competent to independently perform the full scope of carpentry, plumbing, interior remodeling, and related building maintenance duties required.

*Facility Repair Worker III* is the most skilled level of the series, competent to work independently without direct supervision while performing the full scope of carpentry, plumbing, interior remodeling, lighting systems, HVAC systems, programmable controllers for HVAC and lighting systems and related building maintenance duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs framing, rough and finish carpentry to erect small structures, partition interior spaces, frame and trim doors and windows, apply siding, build roofs, build stairs, build indoor and outdoor benches, tables, signs, decks, fences, gates, and related items.
- Calculates, designs, and prepares sketches for construction and modifications to be performed; estimates materials and lay out work.
- Builds interior cabinetry such as counters, cupboards, and shelves.
- Operates power nail drivers, drills, saws, drill presses, joiners, and related hand and power carpentry tools to make and install custom pieces.
- Installs, repairs, and maintains domestic water supply, drainage plumbing and related fixtures using copper, galvanized and PVC pipe techniques.
- Hangs, tapes, and textures interior wallboard, patch plaster, and apply paneling to finished interiors.
- Masks, sandblasts, brushes and chemically prepares surfaces for painting.
- Operates spray equipment and uses manual tools to paint interior and exterior surfaces, equipment and facilities.
- Repairs metal equipment, recreational fixtures and furniture; fabricates frames and racks using acetylene and arc welding and brazing equipment.
- Prepares forms, sets rebar, pours and finishes concrete to repair or construct equipment and small building slabs, foundations, retaining walls, patios, repairs brick and masonry.
- Prepares and applies bonding materials such as epoxy for special surfaces.
- Installs and repairs shake, asphalt shingle, and tar seal roofing.
- Removes and replaces window glass.
- Performs related duties as required.

Additional duties assigned to Facility Repair Worker III:

- Coordinates with contractors and vendors monitoring their performance, inspecting work in progress and upon completion for quality and safety of work performed.
- Confirms work performed by contractors working under their direction meets all current code requirements and all necessary permits are in place.
- Installs locks, both analog and digital, and dead bolts; makes keys and digital lock entry cards.
- Manages City wide paper products and distribution tracking items for departmental charge backs.

## **KNOWLEDGE OF:**

Facility Worker I: Use and care of basic hand and power tools and common building materials.

Facility Worker II: In addition to the qualifications of Level I,

- Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing.
- Principles and techniques of domestic water supply and drainage plumbing using galvanized, copper and PVC pipe.
- Methods and materials used in concrete work.
- Surface patching and brick and masonry repair.
- Techniques and safety precautions in acetylene and arc welding.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Safe working practices.
- Performs related duties as required.

Facility Worker III: In addition to the qualifications of Level II,

- Understands the function, maintenance and programming of electronic gates and doors.
- Programmable controllers for HVAC and lighting systems.
- Building codes and necessary permits directly related to tasks performed by Facility Repair staff or contractors working under their direction.

## **ABILITY TO:**

Facility Worker I:

- Use basic hand and power tools.
- Make basic arithmetical calculations.
- Understand and follow oral and written instructions.
- Communicate and work cooperatively with others.
- Learn to skillfully operate hand and power tools.
- Learn the procedures, materials, and standards for building maintenance work at the City.
- Learn to design, lay out and perform calculations required for construction and repair work.

Facility Worker II:

- Operate and maintain specialized tools used in carpentry, plumbing, and concrete work.
- Operate and maintain acetylene and arc welding and brazing equipment.
- Measure and calculate angles, lengths, and volumes, design, lay out, and prepare sketches for carpentry and related construction jobs.
- Oversee the work of others assisting on large jobs.
- Communicate orally with originators of work requests and other employees.
- Maintain records and logs of work performed.

Facility Worker III:

Inspect facilities and provide reports on the buildings' overall condition

Provide useful feedback to engineering staff regarding building components and repairs needed

Use a computer to prepare reports, track projects and materials, compose, send and receive emails etc.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Facility Worker I: Equivalent to graduation from High School. One year of journey level experience in one of the trade.

Facility Worker II: Three years of responsible experience in building repair and maintenance equivalent to the Facility Repair Worker I classification at the City of San Rafael.

Facility Worker III:

Five years of responsible experience in building repair and maintenance equivalent to the Facility Repair Worker II classification at the City of San Rafael. Knowledge of building codes and necessary permits related

to building maintenance tasks. Possess strong computer skills with programs such as Microsoft Word, Excel and Office.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid CA driver's license.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt  
Prepared Date: October 2014  
Approved By: City of San Rafael  
Approved Date: