

BUILDING MAINTENANCE WORKER II

DISTINGUISHING FEATURES OF THE CLASS: Work involves the performance of a variety of semi-skilled tasks in the maintenance of buildings and the supervision of cleaning personnel. Work is performed under the general supervision, in accordance with applicable safety and health regulations and established procedures. Leads and directs subordinate workers, while participating in the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides leadership to subordinate cleaning and maintenance staff in cleaning and maintenance procedures;
Plans and maintains schedules for ongoing maintenance and repair work;
Makes inspections of facilities and properties to ascertain and report maintenance and repair needs;
Leads and participates in the performance of routine building cleaning and maintenance tasks;
Leads and participates in the performance of both interior and exterior painting;
Leads and participates in the performance of minor carpentry work in the repair of windows, doors, walls, furniture, etc.;
Leads and participates in the installation and repair plumbing equipment, such as sinks, tubs, etc.;
Leads and participates in the performance of in cleaning and repairing boilers, pumps, heaters, pipes, valves and traps;
Leads and participates in the performance of minor electrical repair work on a variety of fixtures and equipment;
Leads and participates in the performance of a variety of general grounds maintenance tasks;
Leads and participates in the removal of snow and ice and the sanding of icy sidewalks;
Maintains inventory and orders supplies, stocks storage area with supplies;
Fills and delivers orders, and reports shortages and unusual requests;
Provides regular updates and reports relative to all building maintenance activities;
Assists with building security activities;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of the practices and techniques of one or more of the standard trades; ability to follow oral and written directions; mechanical aptitude; dependability; initiative; manual dexterity.

MINIMUM QUALIFICATIONS: Three (3) years of experience in general building construction or maintenance work involving the following standard trades: carpentry, plumbing and electrical.