

FACILITIES MAINTENANCE HELPER

JOB PURPOSE AND SUMMARY

The Facilities Maintenance Helper is a semi-skilled position involved in providing maintenance support by assisting journey level Specialists in the areas of electrical, electronic, carpentry, HVAC (heating, ventilation and air conditioning), plumbing and locksmithing. Incumbents oversee general custodial contractors within all County buildings, ensure fire suppression systems are properly maintained and monitors and adjusts HVAC/R cooling tower water quality. The incumbent must use a variety of tools and equipment.

CLASSIFICATION DISTINCTIONS

This is the entry level position in the Facilities Maintenance job family. Incumbents work with specific instructions and general supervision following standard procedures. Generally, the work is performed as a part of a crew, or team, involved in a project. However, the least skilled tasks (e.g., transporting supplies, custodial duties) may be performed independently. The Facilities Maintenance Helper may receive task guidance from a Specialist within the project trade area; overall supervision will be given by the Project Coordinator and the Facilities Management Manager. The Helper level is distinguished from the Worker level in that the Helper is not part of a structured apprenticeship program and is not expected to develop journey level skills within a trade area.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Coordinates and oversees the janitorial service throughout the County buildings; assists in the competitive bid process for the County's janitorial service and fire suppression systems.
- Gathers tools and supplies to be used at the work site.
- Assists the journey Carpenter by framing, installing sheet rock, patching, repairing and painting walls and installing floor covering.
- Responds to calls for immediate repair of County buildings, which may include repairing beds, bunks, windows, screens, desks, tables, doors.
- Analyzes and adds chemicals to maintain water quality in the towers and loops of the HVAC system.

- Responds to requests from journey level specialists for support and assistance on major repairs and projects.
- Performs related maintenance support tasks as requested and as necessary.

QUALIFICATIONS

- One year of custodial experience or completion of trades course in custodial skills
- Training in carpentry, electrical, or building maintenance
- Possess a valid motor vehicle operator's license with evidence of a safe driving record
- Ability to pass Sheriff's background clearance prior to employment as required for work performed in the Jail facility.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of....use of tools and materials used in the custodial work and in commercial building maintenance and repair; mechanical systems, such as fire suppression systems, HVAC; safety and accident prevention practices; basic recordkeeping and reporting methods.

Ability to....perform routine repairs on mechanical, electrical systems, and carpentry; utilize skill in the care, safety and use of shop equipment and tools; read, write and perform basic math; demonstrate sufficient strength, agility and dexterity to perform the work of the position; communicate effectively with others encountered in the course of the work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically perform physically demanding work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, lifting equipment and materials, and working in varied weather conditions. Work involves essential tasks include using a variety of hand and electric tools and equipment, operating diagnostic and other personal computers, driving a county or personal vehicle, and performing work in potentially hazardous conditions.

Office use: 6/22/00