



Classification: Building Maintenance Worker

Working Title: Building Maintenance Worker

Position Number: 358-252-6215-002

Division/Unit: Operations/Facilities Operations and Maintenance Section/Engineering and Maintenance

Assigned Headquarters: 700 North 10th Street, Sacramento, CA 95811

Position Eligible for Telework (Yes/No): No

Job Description Summary

Under general supervision of the Chief Engineer II (CE II), in the Facilities Operations and Maintenance Section (FOMS), the Building Maintenance Worker (BMW) independently performs a wide variety of miscellaneous semi-skilled work in the maintenance, alteration, and repair of the buildings, grounds, and related facilities found at the California State Lottery (Lottery) headquarters complex (HQ), district offices, regional warehouses, etc. as directed. Additionally, the BMW will assist the Stationary Engineer and the Maintenance Mechanics in other routine inspection and repair of the Lottery's buildings plumbing, mechanical, and electrical systems. The BMW must possess a valid driver's license.

Job Description

45% (Essential Function) Maintenance

Cleans, maintains, and repairs miscellaneous building components, fixtures, and equipment, including but not limited to furniture, doors, door hardware, locks, windows, and blinds. Makes repairs to and adjusts shelves, cabinets, and cabinet lighting; hangs and removes pictures and white boards, etc. Replaces or repairs ceiling tiles.

30% (Essential Function) Repairs

Repairs holes in sheetrock and does miscellaneous interior and exterior painting. Applies other protective coatings as needed. Repairs concrete walkways and maintains parking areas and sidewalks in a clean and safe condition. Cleans and repairs roofs as needed. Maintains and repairs electrical lines and fixtures. Maintains and repairs sewer, water, heating & cooling systems, and equipment.

10% (Essential Function) Work Tracking

Estimates labor requirements and costs for purchases and repairs. Investigates reports of damage, inspects buildings and grounds and takes necessary action to make repairs to landscaping related systems. Reports and maintains cost data for the CE II on work performed. The incumbent is issued a cell phone so that the incumbent can be contacted (phone call, e-mail, or text message) regarding facility issues at all times during their work hours. The incumbent will be expected to have the cell phone with them at all times during their work hours and respond right away if contacted. The position is not required to respond to contact outside of their work hours and no work should be performed outside of work hours without expressed authorization of management. Further, the incumbent is not allowed to respond if on leave (sick, vacation, AL,



etc.). If the incumbent chooses to respond to contact outside of their work hours (e.g. nights and weekends) they may be requested by their supervisor or another Lottery manager to report to a Lottery facility (Call-Back) if the need warrants immediate attention. In such instances they will be compensated for all hours worked in accordance with their bargaining unit agreement.

10% (Marginal Function) Move, Escort, and Haul

Occasionally operates a State van, car, or pick-up truck to haul materials. Moves small furniture and appliances and miscellaneous materials and supplies. Escorts contractors and vendors throughout the buildings. Operates light construction equipment to accomplish maintenance projects. The BMW must be able to utilize a personal computer with Microsoft Word and Excel software.

5% (Marginal Function)

Performs other duties as required at the direction of the CE II.

Scope and Impact

- a. Consequence of Error: Failure to effectively communicate accurate instructions to contractors can result in costly mistakes due to construction not being done to specification and codes; this results in monetary and safety-related concerns. The most critical areas are the electrical systems, which have a direct impact on the Lottery's operation; the entire gaming operation is dependent on electrical power.
- b. Administrative Responsibility: The Lottery operates independently of the Department of General Services (DGS); therefore, the incumbent must independently manage their own work projects while administering difficult day-to-day business activities.
- c. Supervision Exercised and Received: Incumbent is nonsupervisory. The BMW reports directly to the CE II, Engineering and Maintenance Unit.
- d. Personal Contacts: The BMW has daily contact with Lottery staff and occasional contact with Lottery divisional directors and local authorities.

Physical and Environmental Demands

Lifting, pulling, pushing 50lbs or more. Work in a low-rise to high-rise public office building environment and warehouse facilities in office areas, mechanical rooms, electrical rooms, roofs, mezzanines, storage areas, outside grounds, and utility plants. May need to use passenger or freight elevator. At times, work involves exposure to unusual elements, such as confined spaces, uneven ground surfaces, hot and cold temperatures, dust, fumes, unpleasant odors, and loud noises and may involve exposure to hazardous chemicals or require physical risk which require adherence to safety precautions and procedures. Will be provided a utility van to travel daily to Lottery facilities.

Working Conditions and Requirements

- a. Schedule: Core business hours are between 8:00 AM and 5:00 PM schedule has with some flexibility in hours depending on operations. This position may require overtime on nights and weekends, and after hours call backs.
- b. Travel: Daily travel and some overnight travel may be required.



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- c. Other: The BMW is issued a cell phone so that the incumbent can be contacted (phone call, email, or text message) regarding facility issues at all times during their work hours. The incumbent will be expected to have the cell phone with them at all times during their work hours and respond right away if contacted.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date