

Name of Incumbent

Civil Service Classification
 Building Maintenance Worker

Position Number
 314-301-6215-010

Percentage of Duties	Essential Functions
40%	<p>Cleans, maintains, and repairs a variety of buildings, building components, furniture, flooring, trims, concrete, walls, finishes, drains, fences, and other structural and non-structural components using a variety of equipment and tools. Responsible for groundskeeping, including pressure washing, graffiti abatement, and refuse collection/disposal. Operates light construction equipment to accomplish maintenance projects. Performs daily equipment inspections, as directed.</p>
25%	<p>Erects walls, roofing, framing, scaffolding and other building elements. Assembles furniture and equipment. Hauls materials, goods, assets, and miscellaneous supplies. Mounts and installs of shelves, frames, whiteboards, etc. Operates automotive equipment (forklift, trucks, carts, aerial lifts).</p>
20%	<p>Works as a helper assigned to a skilled crafts person in a trade class to perform repairs and preventative maintenance as assigned by Supervisor of Building Trades. This includes, but is not limited to, support of painting, electrical, plumbing, carpentry, heating ventilation and air conditioning, and construction related tasks. Occasionally operates a state vehicle to haul materials.</p>
10%	<p>Utilizes a personal computer to track and manage work assignments via work order system software. Generates reports and requisition of parts and equipment.</p>
Percentage of Duties	Marginal Functions
5%	<p>The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.</p> <p>May be assigned to escort contractor/vendor through facilities for the duration of their visit.</p>

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4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Outside/Environmental Elements
Lighting: Natural Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Frequently - activity occurs 33% to 66%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Works in both indoor and outdoor environments depending on assignment. Requires full range of body motion including handling and lifting equipment, manual, and finger dexterity and eye-hand coordination. Involves heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level; includes bending and twisting.	
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.	
Typical Work Environment:	
<input type="checkbox"/> Private Office <input type="checkbox"/> Cubicle <input checked="" type="checkbox"/> Shop <input checked="" type="checkbox"/> Assigned Area <input checked="" type="checkbox"/> Other: Changes daily	
Telework Status:	
<input checked="" type="checkbox"/> Office-Based – 0% telework <input type="checkbox"/> Office-Centered – 20 telework (1 day) <input type="checkbox"/> Exception – 40-100% telework	NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.
5. SUPERVISION EXERCISED:	
<i>(List total per each classification of staff)</i>	
None.	
6. SIGNATURES	
Employee's Acknowledgement:	
My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement:	
<i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i>	
Supervisor's Name:	
Supervisor's Signature:	Date:

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7. HR USE ONLY		
HR Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.

Instructions:

This form shall be completed only by current CSC employees who are in the same classification as being advertised.
 This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.

SECTION 1. EMPLOYEE CURRENT JOB INFORMATION

LAST NAME	FIRST NAME	MI	CLASSIFICATION
			Building Maintenance Worker
UNIT NAME	UNIT NUMBER		
Choose Unit Name	Choose Unit		
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive	Los Angeles	CA,	90037
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)			SUPERVISOR WORK PHONE NUMBER

EMPLOYEE STATEMENT

EMPLOYEE SIGNATURE	BEST CONTACT PHONE NUMBER	DATE

SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
26-CSC-12 to16	12	314-301-6215-xxx	Building Maintenance Worker
CITY LOCATION	STATE	ZIP CODE	
Los Angeles	CA,	90037	
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Sunday - Thursday	8:30am - 5:00pm		
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES			ARTICLE NUMBER
July 1, 2023 through June 30, 2027			17
POST & BID TYPE	FINAL FILING DATE (form must be submitted NO LATER than this date)		
Continuous	June 11, 2026		

SECTION 3. ADDRESS TO SEND POST AND BID FORM

CONTACT PERSON NAME	EMAIL ADDRESS		
Human Resources	HR@californiasciencecenter.ca.gov		
STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive, 3rd Floor	Los Angeles	CA,	90037

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

EE NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	Field reserved for date stamp by Hiring Office upon receipt from bidder.
SENIORITY VERIFIED BY C&P ANALYST (NAME)			COMMENTS