

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER**

**Job Duty Statement
Building Maintenance Worker**

WORKING JOB TITLE:
Building Maintenance Worker

EMPLOYEE NAME:

JOB CLASSIFICATION:
Building Maintenance Worker
CalHR Classification Code 6216

GENERAL STATEMENT OF DUTIES:

Under supervision, to do a variety of semi-skilled manual tasks in installation, alteration, maintenance, and repair of equipment, fixtures, buildings and building facilities. Maintain the safety of persons and property. Knowledge of common methods, practices, and materials used in maintenance and repair work, and their proper employment and care. Follows directions, prepares reports of work done, requisition supplies, read and write at a level appropriate to the classification. The information contained in this Duty Statement is designed to outline the essential duties and essential tasks, however other duties not contained in this duty statement may be required consistent with the operational needs of the facility and the Job Specifications for this classification.

WORK LOCATION AND TIMES:

Assigned to the Porterville Developmental Center's (PDC) Plant Operations Department. Works an assigned shift/schedule as assigned by the designated supervisor. Overtime, weekend, and holiday work may be required. Work assignment may be subject to call back based on the operational needs of PDC. Porterville Developmental Center Plant Operations Department's core business hours are Monday through Friday from 8:00 AM until 4:30 PM. Lunch is from 12:00 to 12:30 PM.

SUPERVISION RECEIVED:

Reports directly to the Supervisor or Manager of the specific area assigned.

SUPERVISION EXERCISED:

None

TYPICAL PHYSICAL DEMANDS:

Essential physical requirements include correct vision and hearing to normal range. Requires finger dexterity and hand-eye coordination. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Involves lifting of up to 50 pounds alone. Lifting may often be combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level. Includes bending and twisting, sitting, standing, and walking most of the time, with, or working on, irregular surfaces, and periodically requires extraordinary physical activity. Overtime may be required to ensure the operational needs of the facility are met. Works around electrical equipment throughout the facility.

TYPICAL WORKING CONDITIONS:

Incumbents will be exposed to all Clinical and Support services areas of the facility. Potential exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment. Ongoing interaction with personnel and the public. This position requires problem solving skills and ability to communicate effectively. Requires working with all levels of personnel within the organization while maintaining effective communication to meet objectives.

JOB CHARACTERISTICS:

Positions in this class require the independent performance of a wide variety of semiskilled miscellaneous maintenance tasks or assignment as a helper to a skilled craftsman in a trades class. This position requires knowledge of principles, methods, materials, tools, and equipment, Safety orders of the Division of Industrial Safety applicable to the work. Must have skills in performing assigned work and in caring for tools, materials, and equipment. Must possess mechanical aptitude.

ESSENTIAL DUTIES: (70%)

This position requires the independent performance of a wide variety of semi-skilled miscellaneous tasks or assignments and as a helper to a skilled craftsman. Under supervision, the Building Maintenance Worker will carry out the following semi-skilled duties and other work as required.

- 20% Cleans, maintains and repairs building fixtures and equipment, including locks, windows, doors, screens, blinds, gutters, drains, shelving, and kitchen utensils; replaces light bulbs and fuses; makes simple furniture, cabinet, asphalt tile, and linoleum repairs; assists in maintaining and repairing electrical lines and fixtures; assists in lubricating, regulating and repairing sewage, water, cooling, and heating system lines and equipment; assists in repairing roofs.
- 20% Perform Preventative Maintenance on various equipment and fixtures that may include cleaning rain gutters, changing filters on HVAC systems, changing V-belts on motors, exercising water valves, steam valves, and landscape valves, air compressors, tanks, airlines, regulators, controls and other temperature control equipment. Maintain, repair, and clean storm drains.
- 20% Assist other trades with work that may include: repair of windows, doors, door closers, screens and venetian blinds, simple furniture, cabinets, and all types of flooring and roofing material. Assist with the preparing and laying of concrete and repairing plaster, this includes building of concrete forms and installing wire for backing of plaster walls and ceilings. Assist in painting buildings and equipment
- 5% Operate automotive equipment and haul material.
- 5% Prepare, maintain, and complete forms and reports for management and work order systems, requisition supplies; make reports on completed work.

TYPICAL TASKS (30%)

- Communicate effectively with others to meet the goals of Plant Operations Department.
- Maintain the confidence and cooperation of those contacted during work.
- Applies principles, practices and trends of public and business administration, management, and supportive staff services
- Clean work sites of all debris, trash, and waste at the end of each day or completion of work
- Present ideas and information effectively
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
- Follow all Facility policies, practices, and procedures
- Analyze situations accurately and adopt an effective course of action.
- Completes other duties as required.

Employee and Supervisor acknowledge that by signing the Duty Statement that they have discussed and agree to the expectations of the position.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

REFERENCES:

Job Specification, Building Maintenance Worker CC 6216,

Revised 1/30/24