

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Facilities Maintenance I Facilities Maintenance II	Job Family: 6/6
General Classification: Front-Line	Job Grade: 12 16

Definition: To perform a variety of semiskilled and skilled maintenance, repair, and construction tasks related to the maintenance, repair, and reconstruction of City-owned facilities.

Distinguishing Characteristics:

Facilities Maintenance I: This is the entry-level classification of the Facilities Maintenance series. This class is distinguished from the Facilities Maintenance II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Employees work under immediate supervision while learning job tasks.

Facilities Maintenance II: This is the full journey-level class within the Facilities Maintenance series. Employees at this level are expected to possess full skills in at least one, if not several, of a series of recognized trades such as carpentry, electrical, plumbing, painting, and plastering. Employees within this class are distinguished from Facilities Maintenance I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised:

Facilities Maintenance I: Receives immediate supervision from the Facilities Maintenance Supervisor; technical supervision may be provided by other higher-level maintenance personnel.

Facilities Maintenance II: Receives general supervision from the Facilities Maintenance Supervisor; may exercise technical supervision over other Facilities Maintenance personnel as assigned.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Maintain, repair and modify all City buildings and other City facilities.

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2. Perform a wide variety of facility maintenance activities involving some or all of the following skill trades: concrete, pipe fitting, plumbing, sheet metal, electrical, carpentry, masonry, and painting.
3. Set up work site in a safe, efficient manner.
4. Make, install, repair, and maintain public signs.
5. Perform minor maintenance on electrical, heating, air conditioning, and motorized equipment.
6. Perform related duties as assigned.

Minimum Qualifications:

Facilities Maintenance I:

Knowledge of: Common tools and materials used in building and public facility maintenance; basic operation of electrical pumps and motors; modern construction, repair, and maintenance procedures; and safe work practices and policies.

Ability to: Operate light motorized equipment and power tools; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and work with a variety of hand tools related to public works maintenance.

Experience and Training Guidelines: Any combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge and abilities.

One year of experience in construction or maintenance work, including some semiskilled assignments. Training equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Facilities Maintenance II:

In addition to the requirements for Facilities Maintenance I:

Knowledge of: Techniques and procedures used in journey-level carpentry, plumbing, sheet metal, masonry, painting, mechanical, and electrical work.

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Ability to: Read and understand construction diagrams; work with electrical testing equipment; and analyze and solve, through troubleshooting, a wide variety of problems related to facility maintenance.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Three years of experience in facilities maintenance and/or residential or commercial construction activities. Training equivalent to the completion of the 12th grade supplemented by technical trade school or apprenticeship training in one of the recognized trade skills. Experience with Heating, Ventilation, and Air Conditioning (HVAC) systems is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

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CLASS SPECS
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