



City of Laguna Niguel Job Description

BUILDING AND FACILITIES SPECIALIST

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a wide variety of skilled and semi-skilled duties in the construction, maintenance, and repair of City parks, recreational facilities, and buildings.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Public Works management staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Inspect and repair athletic, playground, and swimming pool equipment.
- ◆ Clean, vacuum, and maintain City swimming pools; add and balance chemicals; flush and replace filtration systems; troubleshoot and replace pumps, motors, and chemical systems.
- ◆ Inspect buildings and facilities to identify building maintenance needs; prepare work orders for contractors as needed.
- ◆ Inspect plumbing fixtures including sinks, toilets, faucets, and pipes; coordinate and facilitate repairs and replacements as needed.
- ◆ Inspect and repair partitions, doorways, and windows; patch and repair roofs as necessary.
- ◆ Troubleshoot and make minor repairs to the City's lock system.
- ◆ Make routine and emergency purchases as authorized and required.
- ◆ Perform multi-trade inspections of various phases of building and facility maintenance and construction for compliance with contracts, building codes, and health and safety regulations.
- ◆ Conduct inspections of building facilities for compliance with the janitorial contract; evaluate quality of work performed; prepares correction notices; recommend and authorize changes as needed.
- ◆ Project materials and supply costs and needs with accuracy.
- ◆ Understand and follow oral and written instructions including plan and specification reading.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Methods, practices, and equipment used in building maintenance services and activities.
- ◆ Considerable skill in reading and interpreting complex construction plans.

- ◆ Terminology, methods, practices, materials, and techniques related to building and facilities construction and maintenance.
- ◆ Communication skills.
- ◆ Safe work practices.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Project materials and supply costs and needs with accuracy.
- ◆ Understand and follow oral and written instructions, including plan and specification reading.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of responsible general building and facility maintenance experience.

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, preferably supplemented by specialized training in general construction trades.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.