



Midpeninsula Regional Open Space District

FACILITIES MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled work in the maintenance of the District's Administrative Offices, conducts repairs and makes improvements on structures throughout the District, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Maintenance Supervisor. Exercises technical and functional direction over, and provides training to, assigned staff on a project basis.

CLASS CHARACTERISTICS

This classification performs all aspects of facilities maintenance for Administrative Office Facilities, including building operation, landscaped grounds, parking areas, and various physical systems such as HVAC, plumbing, electrical, telephone wiring, and security systems. The classification also performs repairs and improvements at District Field facilities, residences and other District buildings and facilities. The Facilities Maintenance Specialist is responsible for performing maintenance, repair, or minor improvement projects using a wide variety of skills including general maintenance, carpentry, plumbing, HVAC, and electrical work. Successful performance of work requires significant knowledge of a broad range of facility maintenance and technical principles. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Facilities Maintenance Supervisor in that the latter is the full supervisory-level class and has responsibility for organizing, assigning, supervising, contracting and reviewing the work of all staff involved in facilities maintenance and improvements.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (*Illustrative Only*)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs facilities maintenance, building repair and improvement projects at the District's Administrative Office (AO), including day-to-day operations, trouble calls and emergency repairs.
- Performs repair and improvement of District maintenance and patrol facilities, nature centers or other public structures.
- Assists in the maintenance and repair of structures including residential structures throughout the District as needed.
- Performs facilities and structure construction and maintenance, including semi-skilled and skilled carpentry, painting, electrical, and plumbing tasks, general custodial duties, and water system installation and maintenance.
- Makes recommendations on solutions to facilities maintenance related issues.
- Operates and maintains a variety of mechanical and power tools and equipment such as drills, saws, trailers, and various hand tools required for construction, carpentry, plumbing, and maintenance duties performed.
- Inspects assigned areas for future work projects; completes and submits work orders.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Attends and leads periodic safety meetings to present safety information and procedures.
- Provides input on the development and implementation of goals, objectives, policies, and priorities for the Department.
- Oversees staff and other assigned workers on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants; provides feedback on performance of assigned groups.
- Inspects facilities and work areas to ensure a safe work environment; conducts inspections to ensure safe storage and disposal of hazardous materials.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Receives and acts upon complaints, referrals, and concerns from the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and equipment for maintaining and repairing facilities and structures.
- Principles and standard practices of trades such as plumbing, carpentry, HVAC, painting, irrigation, and electrical work as they apply to building maintenance repair and improvements.
- The operation and minor maintenance of a variety of hand and power tools and light equipment.
- Principles of facilities maintenance management methods relating to legal, contractual, inspection, and safety.
- General knowledge of building systems.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals/materials.
- Familiarity with emergency action plans and OSHA regulations.
- Contract management practices in a public agency setting.
- General principles of risk management related to the functions of the assigned area.
- Record keeping principles and procedures.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned function.
- Safe driving rules and practices.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, viewing construction drawings, and database management.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Plan, schedule, and perform activities of facility maintenance and repair.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in construction, maintenance, repair and related projects in facility maintenance.
- Perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate logs, records, and basic written reports of work performed.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in facilities management, construction project management or a related field or training in applicable trades and three (3) years of experience in construction, maintenance, and/or repair of buildings, structures and/or related facilities.

Completion of an apprenticeship program or the equivalent training in one or more of the construction trades is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, but may be exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Employees may work in the field, occasionally be exposed to loud noise levels, cold, and hot temperatures, inclement weather conditions, or

road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays, be called back after hours and on weekends or respond to and performs work in emergency situations as required. Must adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment as required by applicable regulations and District policy, including but not limited to ability to use a respirator in the performance of work in accordance with CAL OSHA respirator regulations.

EFFECTIVE: July 2017
REVISED: July 2021
FLSA: Non-Exempt