

BUILDING MAINTENANCE ATTENDANT I

NATURE AND VARIETY OF WORK

This is entry-level semi-skilled and manual work in the operation and repair of boilers and auxiliary equipment on an assigned shift under the close supervision of a Building Supervisor. An employee in this class is responsible for the proper maintenance/minor repair of facility environmental systems. The work requires familiarity with the various systems and the ability to recognize changes that indicate impending difficulties.

Upon the satisfactory completion of the probationary period, the position incumbent may, at the discretion of management, be promoted to the full performance II level.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex manual tasks in the accomplishment of building maintenance (i.e., changes filters, bolts, cleans and lubricates mechanical equipment.

Makes on-site inspections in order to monitor the operation of heating, ventilating and cooling systems in assigned County buildings.

Routinely tours assigned buildings to ensure that they are safe using sound judgment if intruders are located.

Assists Building Engineer in the preventive maintenance and repair of electrical, plumbing and environmental systems.

Maintains accurate records of all required parts (i.e., gauges, filters, etc.), records gauge readings and logs daily activities occurring in assigned buildings.

Investigates service requests/complaints from the building occupants/management/general public to ensure that complaints are valid for corrective action; resolves complaints or ensures that they are forwarded to the appropriate source so that corrective action is taken.

Maintains building security during assigned shift.

Responds to emergency service calls on a 24-hour basis in order to (a) identify the

problem, (b) make necessary repairs to correct the problem, and/or (c) initiate appropriate actions that will address or resolve the situation.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the operation of pressure boilers and equipment.

Good knowledge of the hazards and safety precautions of the trade.

Good knowledge of the tools, methods and practices used in maintaining boilers and auxiliary equipment.

Ability to understand and follow oral and written instructions.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Valid driver's license.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 10/88