



## **CITY OF PACIFICA BUILDING MAINTENANCE SPECIALIST**

### **DEFINITION**

Under general supervision, to perform skilled carpentry, plumbing, mechanical and electrical work involving rough and finished construction, installation, and repair work.

### **DISTINGUISHING CHARACTERISTICS**

This is the skilled level class in the building maintenance series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from higher-level staff.

### **ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Operates woodworking machinery such as sanders, planers, and power saws in the construction of cabinets, shelves, stairways, and other wooden articles or structures;
- Hangs doors and installs wooden sashes;
- Lays finished flooring;
- Installs, remodels, repairs and maintains electric, HVAC, wiring and plumbing systems, furniture, roofs, and other general repairs to buildings;
- Installs wall board;
- Prepares walls for plastering and refinishing;
- Maintains and services carpentry equipment and tools;
- Repairs small motors, heaters, boilers, and broken water lines; may do occasional general public works construction and maintenance work.
- Perform related duties and responsibilities as required and other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of**

- Materials and methods used in both rough and finished carpentry and most other areas of the construction field;
- Plumbing maintenance installation and finishing

#### **Skill/Ability to**

- Prepare rough sketches of work and estimates of materials and labor;
- Read blueprints and work according to plans and specifications;
- Carry out oral and written directions;
- Use and operate mechanical tools; ;

- Work with others.

**Education and Training**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Experience:** Two years of progressively responsible experience performing public works building maintenance duties

**Substitution:** Completion of an accredited apprenticeship in the construction field or may substitute for two years.

**Training:** Graduation from high school and

**LICENSE**

Ability to drive and possess a valid California driver's license. May be required to qualify for and obtain a Class A or Class B driver's license and be subject to random drug and alcohol testing under the Department of Transportation regulations.

**ADDITIONAL INFORMATION:**

**Physical Skills:** Able to sit, stand, walk (on uneven surfaces), kneel, crouch, bend, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand and power tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

**Working Environment:** Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

May work protracted and irregular hours; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

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<b>Job Title:</b>	Building Maintenance Specialist
<b>Reports To:</b>	
<b>Job Type:</b>	Full-time (40 hours per week / 2080 hours per year)
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	Teamsters Misc Local 856 (Misc 856)
<b>Adopted:</b>	05/27/2025

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