



## SENIOR FACILITIES MAINTENANCE WORKER

**DEFINITION AND PURPOSE:** Under the general direction of the Facilities Coordinator, the Senior Facilities Maintenance Worker performs a variety of skilled and semi-skilled tasks in the construction, repair, and maintenance of recreation facilities and District buildings. The Senior Facilities Maintenance Worker is responsible for the occasional supervision of Facilities Maintenance Workers and Facility Attendants/Custodians.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs construction, maintenance and repair of District buildings and structures including concrete, wood, fiberglass, sheet rock, etc.
- Performs electrical repairs and maintenance to electrical panels, receptacles, lighting fixtures, illuminated signs, low voltage wiring, etc.
- Performs plumbing maintenance and repairs on toilet fixtures, sinks, drains, cleanouts, water fountains, etc.
- Performs duties in maintaining gymnasium facilities and equipment
- Cleans, repairs, and maintains pathways and landscaped areas around District buildings
- Operates and maintains a variety of custodial equipment including auto scrubbers, burnishers, carpet extractors, pressure washers and wet/dry vacuums
- Pick up and dispose of rubbish and trash in and around District facilities and buildings
- Maintains a variety of power tools, hand tools, equipment and supplies in proper condition
- Maintains an inventory of construction, maintenance and repair supplies
- Purchases supplies and materials needed for proper maintenance following the District's purchasing policy
- Occasional supervision of full and part-time staff including training, reviewing work, maintaining standards and coordinating activities
- Tracking and recording credit card purchases
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Responds quickly to all safety related issues

### NON-ESSENTIAL JOB FUNCTIONS:

- Performs duties in cleaning and maintaining District buildings and offices
- Performs duties in cleaning and maintaining public restrooms and recreation facilities
- Activity set-up and takedown, including tables, chairs, and recreation equipment
- Taking reports of accidents and incidents, as well as communicating these situations to staff
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in commercial building maintenance; experimental knowledge of electrical systems and components; experimental knowledge of plumbing systems and components; must be able to work independently; communicate effectively both orally and in writing; maintain records and prepare work orders; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees,



contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

High School diploma or equivalent.

Minimum one year experience with park or building maintenance desired.

### **LICENSES AND CERTIFICATES**

First Aid and CPR certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, and operating a computer. The need to climb stairs and lift; the ability to perform physical labor, lifting and carrying heavy objects up to 100 lbs. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

### **COMPENSATION:**

**Full-time Union position.**

Wage rate range

\$19.42 - \$27.37

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**