

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR FACILITY REPAIR SPECIALIST

Civil Service Status:	Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Status:	Field Services	Resolution No.:	2009-34
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Director of Field Services this position, serves as a Lead worker, performs skilled building maintenance in such areas as: heating and air conditioning, carpentry and other related building trades in the alteration, repair and new construction of equipment and structures; performs other related work as necessary.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves as a Lead worker on facility maintenance repair projects;
- Maintains, repairs or constructs articles and structures such as counters, doors, window frames, sheds, scaffolds, forms and fences;
- Constructs and repairs furniture, equipment and fixtures;
- Performs mill and cabinet work;
- Maintains and repairs floors and woodwork;
- Fits doors, windows, sashes, and screens;
- Operates planers and shapers for door and jam projects;
- Welds and brazes equipment using acetylene and electric welding equipment;
- Makes minor plumbing and plastering repairs;
- Maintains, installs and repairs air conditioning and heating equipment;
- Prepares estimates of work to be done, materials needed and time to accomplish task;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Responds to after hours emergency call outs as needed;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard carpentry practices;
- Methods and techniques of facility repair, construction and related equipment and machines;
- General knowledge and skills in basic mechanical and electrical principles;

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Skills:

- Possess good mechanical aptitude;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Provide leadership;
- Provide work instructions;
- Understand and follow oral and written instructions;
- Establish and maintain smooth and effective working relationships;
- Communicate effectively orally and in writing;
- Adhere to safe work practices and procedures;
- Deal calmly with rude or angry people;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Respond to service request;
- Respond to after hour emergencies within reasonable time period;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination). Five (5) years experience in carpentry and /or general maintenance with experience in other related crafts used in building maintenance and repair.

Desired Experience:

Moderate experience in trades such as plumbing, cabinetry and electrical work is desirable.

License or Certificate:

A valid California Class C Driver's License is required at the time of appointment and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.