

FACILITIES WORKER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs a variety of skilled facilities maintenance duties including carpentry work in the construction, installation, maintenance, and repair of OC San buildings, offices, and facilities and/or interior and exterior painting of OC San equipment and structures; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of three levels within the facilities maintenance job series. Positions are responsible for performing a variety of skilled carpentry or painting work to ensure that OC San buildings, facilities, equipment, and structures are maintained in a safe and effective working condition and provide the highest level of safety for OC San and public use, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Facilities Worker in that the latter performs the most complex duties assigned to the series and serves in a lead capacity over assigned staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

When performing all assignments:

- Plans assigned jobs by reviewing work orders and inspecting structures, determining work to be performed; estimates time, materials, and equipment for jobs; orders materials to complete jobs; picks up and delivers supplies and materials to job sites; cleans and restocks shop; coordinates work with OC San personnel and contractors; requisitions materials for additional staff as required.
- Designs, fabricates, hangs, and installs safety, traffic, directional, and informational signage.
- Operates, cleans, and maintains a variety of hand and power tools, machinery, vehicles, and other equipment in the performance of assigned duties; erects and uses ladders, scaffolding aerial lifts, and scissor lifts as required to perform tasks.
- Completes and logs written and/or electronic daily work sheets and service sheets; reviews service logs for previous comments or maintenance and repairs performed; completes work orders for work identified during routine maintenance inspections; maintains all records of time and work performed, materials used, including volatile organic compounds (VOC), and inner department memos.
- Attends meetings and training as necessary or required.

- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

When assigned to Building/Carpentry:

- Applies various construction techniques and performs general and rough carpentry and construction and maintenance work involving the building, fabrication, installation, modification, and repair of OC San structures, facilities, and appurtenances; troubleshoots and repairs domestic plumbing systems.
- Performs special projects including designing and fabricating custom craft projects working with various trades, engineers, and contract employees as necessary.
- Reads blueprints, sketches, or building plans for information pertaining to materials required and dimensions of the structure or fixture to be maintained; prepares drawings as necessary.
- Operates and maintains a variety of trucks and earth moving equipment used in the construction, installation, maintenance, and repair of OC San structures and facilities including tractors, forklifts, dump trucks, backhoes, skip loaders, flatbed trucks, saws, drill motors, belt sanders, nail guns, and jack hammers.

When assigned to Painting:

- Prepares surfaces for painting by washing, scraping, sanding, sandblasting, water blasting, steam cleaning, and applying acids, solvents, rust inhibitors, and cleaning agents; caulks, putties, cements, or plasters holes and cracks before applying paint.
- Mixes, matches, and blends paints, enamels, lacquers, varnishes, stains, and special protective coatings to achieve desired color, consistency, and drying properties.
- Applies primers, paints, and other materials on equipment and structures using brushes, rollers, sprayers, or other applicators; applies paint in spray booth using high velocity low pressure spray gun and airless paint sprayer.
- Designs and plans line stripping of parking spaces and informational layouts on pavement; applies warning strips and slip proof materials; repairs or replaces windsocks as necessary.
- Assists in moving and arranging furniture and equipment; sets up areas or rooms as needed.
- Operates, maintains, cleans, and repairs a variety of painting tools and machinery; cleans work area and protects other surfaces from spattered or sprayed paint.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of skilled facilities maintenance duties including carpentry work in the construction, installation, maintenance and repair of buildings, offices, and facilities and/or interior and exterior painting functions of equipment and structures.
- Methods, materials, tools, and equipment used in preparing, performing, and completing carpentry, grounds maintenance/irrigation, sign preparation and finishing, and/or interior and exterior painting work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic principles and practices of record keeping.
- Mathematical principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- The structure and content of the English language to effectively perform the work.

- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of construction, installation, maintenance, and repair of OC San buildings, offices, and facilities and/or interior and exterior painting of OC San equipment and structures.
- Safely and effectively use and operate hand tools, construction, maintenance, and repair equipment, painting equipment, power tools, vehicles, and related tools and equipment required for the work.
- Read and understand manuals, blueprints, construction and shop drawings, specifications, and sketches.
- Accurately estimate time, materials, and equipment required for jobs.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize own work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by specialized training or coursework in carpentry or a related field.
2. Three (3) years of work experience performing facility maintenance.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in OC San buildings and facilities; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, balance, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to climb and descend into and out of vehicles and equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.

- Perform moderate to heavy physical work in confined spaces and around machines; to lift, push, carry, and/or pull materials and objects averaging a weight of 51 pounds, and up to 100 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment and read printed materials and a computer screen.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

- Field work in and around buildings and facilities with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants, biologic/infectious agents, and exposure to vermin, insects, and parasites.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.