

# CITY OF FOLSOM

## BUILDING TRADES WORKER I/II

### **DEFINITION**

Under immediate supervision or general direction, perform a variety of trade activities in the construction, remodeling, repair, and preventative maintenance of city buildings, facilities, and equipment. Building Trades Worker IIs may oversee, monitor, and/or direct the work of lower level personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Building Trades Worker I is the entry-level class of the Building Trades Worker series. Initially under close supervision, the incumbents perform the more routine duties while learning city policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with Building Trades Worker II and incumbents may advance to the higher level after two years and demonstrating proficiency that meets the qualifications.

The Building Trades Worker II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from those in the lower classification of Building Trades Worker I by the relative independence with which they perform their duties of performing a variety of trade activities in the construction, remodeling, repair, and preventative maintenance of city buildings, facilities, and equipment. This class is distinguished from the Building Trades Worker Supervisor in that the latter serves as the full supervisor of incumbents in the lower level of the series.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Perform skilled and semi-skilled work in the maintenance and repair of buildings, facilities, and equipment, which may include carpentry, painting, masonry, electrical work, mechanical work, and/or plumbing work.
- Construct, repair, and remodel items, such as partitions, room additions, fences, counters, tables, bookcases, floors, and roofs.
- Install, maintain, and repair carpeting, floor tile, ceramic tile, cement walkways, foundations, and other surfaces.
- Perform preventive maintenance activities by periodically testing motion units, pumps, boilers, valves, air handler, and fan units.
- Maintain records on service and maintenance work performed; maintain inventory of supplies and products.

- Purchase parts and materials needed to perform maintenance and repair activities.
- Assist in other public works areas, such as vehicle and equipment repair and street construction and maintenance.
- Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”**

**Knowledge of:**

- Fundamentals of carpentry, electrical work, plumbing work, painting, and/or mechanical work.
- Methods and procedures used in carpentry, mechanical, electrical, painting, plumbing, construction, and other craftwork.
- Building materials and supplies used in various maintenance and repair activities.
- Safety rules, regulations, and practices applied to construction areas and office spaces.
- Basic mathematic principles.

**Ability to:**

- Perform a variety of building maintenance and repair work.
- Read and interpret blueprints and electrical wiring diagrams.
- Calculate and coordinate necessary materials needed for a project or assignment.
- Use a variety of hand and power tools safely, such as mechanical saws, buffers, lathes, drills, drill presses, paint sprayers, and other shop tools.
- Maintain records on service and maintenance work performed as well as the inventory of supplies and products.
- Understand and follow oral and written instructions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Building Trades Worker I**

**Experience:**

One (1) year of full-time experience as a Maintenance Worker II with the City of Folsom.

OR

Two (2) years of full-time building maintenance experience, which included experience performing carpentry, electrical work, plumbing worker, painting, and/or mechanical work.

## **Building Trades Worker II**

### **Experience:**

One (1) year of full-time experience as a Building Trades Worker I with the City of Folsom.

OR

Three (3) years of full-time building maintenance experience, which included experience performing carpentry, electrical work, plumbing worker, painting, and/or mechanical work.

### **License, Certificate, Registration Requirements:**

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **Physical Requirements:**

Work is performed in a typical indoor or outdoor environment on a year-round basis. (1) Mobility: frequent performance of manual labor; frequent standing for long period of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

### **Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: