



PROPERTY MAINTENANCE WORKER Job Specifications

DIVISION:	Administration
FLSA STATUS:	Non-Exempt (Non-Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	Exercises no supervision
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be assigned to work on-call, weekends, or holiday for after hour support as the need arises.

GENERAL SUMMARY

Under general supervision, performs semi-skilled level facility maintenance and repair work.

DISTINGUISHING CHARACTERISTICS

This class performs the full range of property maintenance and repair tasks. Work assigned is performed with a high degree of independence, and incumbents should be experienced in all areas of facility repair and maintenance work. Incumbents are expected to resolve operational problems at various work sites requiring some discretion regarding methods or materials used in facility maintenance and repair.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Performs various semi-skilled to skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, plumbing, and minor electrical, carpentry, painting, masonry, cement work, fabrication work and general maintenance work.

Performs plumbing repairs (i.e. restrooms, kitchens, landscape and domestic water lines).

Repairs and installs fences, repair and replace interior/exterior doors and windows.

Operates and makes minor repairs to air handling units, electronic and motorized doors, pumps, and fans.

Performs various semi-skilled tasks in the renovation, repair, minor construction and remodeling of District owned buildings and facilities (including painting).

Repairs and maintains roadways, parking lots, landscaped and non-landscaped grounds, storm drainage systems, parking lot equipment, perimeter fences, manual and automatic slide gates, computerized security access control equipment, computerized lighting systems, and visual aids and related equipment and infrastructure(s).

Performs grounds maintenance activities, such as applying chemicals and mowing grounds.

Maintains records of maintenance and repairs performed on equipment and buildings.

Breaks out and removes concrete and asphaltic concrete; saw cuts concrete.

Performs concrete finishing by setting forms, mixing, wheeling and pouring concrete for repairs and other concrete construction work.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates and services a variety of hand and power tools, equipment, and repair equipment (i.e. chemical sprayers, airless sprayers, fork lifts, portable compressors, generators, garage doors).

Operates various tools, shop and motorized equipment in the performance of maintenance and repair work.

May be required to work in high places from ladders, booms and lifts.

Performs minor emergency roofing repairs.

Performs minor welding repairs.

May prepare reports utilizing applicable software.

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits

mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X

Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District’s Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

High school diploma or GED.

AND

Two years of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting, carpentry, asphalt and concrete pavement maintenance or construction work.

Knowledge of:

Considerable knowledge of the methods, tools, and equipment used in building maintenance and repair work.

Heavy pavement (asphalt and concrete), building and construction trades, methods, principles, practices and techniques.

Safe work practices and procedures.

Two-way radio communication.

Asphaltic concrete and Portland cement concrete.

Operation and minor maintenance of heating and cooling systems.

Skill in:

Reading technical standards and writing inspection reports.

The safe operation and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

The operation of various motorized equipment (tractors, forklifts, etc.) used in the performance of maintenance and repair work may be required.

Ability to:

Visibly distinguish between red, white, blue, green, yellow, and amber lights.

Install, maintain, and repair plumbing, irrigation and drainage systems.

Assemble, disassemble, arrange, move and perform maintenance on modular office furnishings.

Perform minor carpentry and construction work.

Make minor mechanical and electrical repairs.

Diagnose problems and make minor repairs as needed.

Work from high places from ladders, booms and lifts.

Work from sketches, diagrams and blueprints.

Perform minor carpentry, painting and construction work.

Prepare and maintain records of maintenance and repairs performed on equipment and buildings.

Communicate effectively and to understand and follow oral and written instructions.

Perform basic mathematic calculations.

Establish and maintain effective working relationships with supervisors, fellow employees, and with others contacted in the course of work.

Deal with the public in a courteous, cooperative manner.

Work for extended periods and under adverse weather conditions.

Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.

Conditions of Employment:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The Property Maintenance Worker is an unclassified position in which the incumbent serves at the will of the District Fire Chief

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original TVH:aaf 10/07/20
Revised TVH:aaf 09/13/22