



JULY 2012
FLSA: NON-EXEMPT

FACILITIES WORKER/BUILDER

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 carpentry work in the construction, installation, maintenance and repair of District buildings, offices, and facilities; performs all duties in a safe and effective manner, ensuring a safe work environment for self and others; operates a variety of maintenance and repair tools and equipment; and performs special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Maintenance Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a full journey-level class in the facilities maintenance class series that performs variety of skilled carpentry work to ensure that District buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Incumbents are expected to work independently and exercise 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 is responsible for functional direction over and provides training of lower-level staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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.

- Plan assigned jobs by reviewing work orders and inspecting structures, determining work to be performed; estimate time, materials and equipment for jobs; order materials to complete jobs; pick-up and deliver supplies and materials to job sites; coordinate work with District personnel and contractors in areas where building is to be performed; requisition materials for additional staff as required.
- Inspect work site for any safety hazards or obstacles; ensure adherence to safe work practices and procedures.
- Perform construction and maintenance work involving the repair, modification, fabrication and installation of the District's facilities and appurtenances such as platforms, sheds, locksets, doors, closures, drywall, partitions, bulletin boards, pictures and plaques, drop ceilings, windows, flooring, workstations, windsock and flag poles, signage, site glass, handrails, stairs and roofs.
- Perform general rough and finish carpentry work involving the fabrication, building, installation, modification and repair of structures and items such as bookcases, shelves, work benches, and cabinets..

- Apply various construction techniques to maintain the District's facilities, including erecting and stripping wood and metal concrete forms for foundations, mixing and pouring concrete for foundations, walkways and slabs, stair treads and risers; laying asphalt to repair roads, laying bricks and installing ceramic tile, carpeting and wind turbines.
- Perform special projects as assigned including designing and fabricating custom craft projects; work with various trade crafts, engineers, and contract employees as necessary.
- Read blueprints, sketches or building plans for information pertaining to materials required and dimensions of the structure or fixture to be fabricated; prepare drawings as necessary.
- Operate and maintain a variety of power tools, trucks and earth moving equipment used in the construction, installation, maintenance, and repair of District structures and facilities including tractors, forklifts, dump trucks, backhoes, skip loaders, flat bed trucks, saws, drill motors, belt sanders, nail guns and jack hammers; erect and use ladders, scaffolding aerial lifts and scissor lifts as required to perform tasks. Maintain records of time and work performed, materials used, volatile organic compounds (VOC) and inner department memos.
- Troubleshoot and repair domestic plumbing involving faucets, hose bibs, drains, toilets and showers.
- Inspect, troubleshoot, repair, modify, and install landscape and irrigation components involving plant material, controllers, pipes, valves, heads and nozzles.
- Design, fabricate hang and install safety, traffic, directional and informational signage.
- Attend meetings and trainings as necessary or required.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, and terminology used in the carpentry trade.
- Methods, materials, tools and equipment used in carpentry.
- Methods and procedures in building construction repair and remodeling.
- Door functions including electrified locksets and multifunctional closures.
- Methods and procedures in landscape/irrigation installation and repair.
- Concrete mixing ratios.
- Characteristics of various types of woods.
- Finish carpentry including cabinet and furniture making techniques.
- Basic principles and practices of record keeping.
- Basic mathematical principles.
- Occupational hazards and standard safety practices.
- Basic computers usage involving an online maintenance management system, email and sign making equipment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Correctly use and apply a variety of journey level carpentry skills.
- Construct cement forms, footings, blockwalls and walkways.
- Install doors, ceramic and linoleum tiles.
- Design, construct and install scaffolds, platforms, ramps, and stairs.
- Troubleshoot electronic and/or electrical door locking hardware.
- Troubleshoot plumbing problems.
- Fabricate custom cabinets, counter tops, bulletin boards and picture frames.
- Design, read and interpret plans and blueprints.
- Estimate time, materials, and equipment required for jobs.
- Assess, analyze and repair landscape conditions

- Use a computer and applicable software, to include fabricate signage utilizing sign making equipment.
- Maintain electronic and written time and materials records.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 OCSD.

1. High school diploma or equivalent supplemented by specialized training in carpentry or a related field; AND
2. Two (2) years of experience applying carpentry skills in the construction, repair and maintenance of facilities and equipment.

License or Certificate:

- Possession of 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

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.