



**DECEMBER 2018**  
**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 direct or general supervision or direction, 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May receive work direction, review and training from Lead Facilities Worker.

### **CLASS CHARACTERISTICS**

This classification is the first of three (3) levels within the facilities maintenance job series. Incumbents perform a 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. This class is distinguished from the Facilities Worker/Painter, in that the latter performs journey-level painting tasks.

### **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.*

- 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; coordinates work with District personnel and contractors in areas where building is to be performed; requisitions materials for additional staff as required.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.
- Inspects work site for any safety hazards or obstacles; ensures adherence to safe work practices and procedures.
- Reads blueprints, sketches or building plans for information pertaining to materials required and dimensions of the structure or fixture to be fabricated; prepares drawings as necessary.

- Operates and maintains 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; erects and uses ladders, scaffolding aerial lifts and scissor lifts as required to perform tasks.
- Troubleshoots and repairs domestic plumbing involving faucets, hose bibs, drains, toilets and showers.
- Cleans and restocks shop, purchases materials.
- Attends meetings and training as necessary or required.
- Performs related duties as assigned.

**If assigned to Buildings/Carpentry:**

- Performs construction and maintenance work involving the repair, modification, fabrication and installation of the District's facilities and appurtenances such as platforms and decking, fibergrate, sheds, locksets, doors, closures, drywall, partitions, bulletin boards, pictures and plaques, television installation, drop ceilings/ceiling tile replacement, windows repair and installation, flooring, workstations, windsock and flag poles, signage, site glass, handrails, safety rails, stairs and roofs.
- Performs general rough and finish carpentry work involving the fabrication, building, installation, modification and repair of structures and items such as framing walls and room dividers; building bookcases, shelves, work benches, shipping containers/cradles, and cabinets.
- Applies 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, utility pads; laying asphalt to repair roads, laying bricks and installing ceramic tile, carpeting and wind turbines; installing speed bumps, delineators, bollards; cabinet/countertop replacement.
- Performs special projects including designing and fabricating custom craft projects; works with various trades, engineers and contract employees as necessary.
- Maintains records in maintenance management system of time and work performed, materials used, volatile organic compounds (VOC) and inner department memos.
- Designs, fabricates, hangs and installs safety, traffic, directional and informational signage.

**If assigned to Grounds/Irrigation:**

- Inspects, troubleshoots, repairs, modifies, and installs landscape and irrigation components involving plant material, controllers, pipes, valves, heads and nozzles.
- Oversees landscape contractor and tree maintenance contractor.
- Performs general landscape maintenance and inspections; prepares reports.
- Evaluates water budget and retrofits obsolete irrigation; installs drip irrigation; improves water conservations.
- Services and cleans storm drains to ensure compliance with storm water discharge regulations.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, procedures, and terminology used in the carpentry, construction, grounds maintenance and/or irrigation, as assigned.
- Methods, materials, tools and equipment used in carpentry and/or grounds maintenance/irrigation.
- Methods and procedures in building construction repair and remodeling, including framing carpentry, as assigned.
- Door functions including electrified locksets and multifunctional closures, as assigned.
- Methods and procedures in landscape/irrigation installation and repair, as assigned.
- Concrete mixing ratios, forming and finishing, as assigned.

- Roofing, roofing materials and repair, as assigned.
- Mechanical concepts in use of tools.
- Basic understanding of uniform building code and other local codes.
- Characteristics of various types of woods, as assigned.
- Finish carpentry including cabinet and furniture making techniques, as assigned.
- Basic principles and practices of record keeping.
- Mathematical principles and calculations.
- Occupational hazards and standard safety practices.
- Basic computer 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, as assigned.
- Construct cement forms, footings, blockwalls and walkways, as assigned.
- Install doors, ceramic and linoleum tiles, as assigned.
- Design, construct and install scaffolds, platforms, ramps, and stairs.
- Troubleshoot electronic and/or electrical door locking hardware, as assigned.
- Troubleshoot plumbing problems.
- Fabricate custom cabinets, counter tops, bulletin boards and picture frames, as assigned.
- Design, read and interpret plans and blueprints.
- Estimate time, materials, and equipment required for jobs.
- Assess, analyze and repair landscape conditions, as assigned.
- Use a computer and applicable software, to include maintenance management systems and to fabricate signage utilizing sign making equipment.
- Maintain electronic and written time and materials records.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively communicate in person, over the telephone, and in writing.
- Plan and organize work to meet changing priorities and deadlines.
- Organize own work, set priorities, and meet critical time deadlines.
- 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.

**If assigned to building maintenance:**

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

**Licenses and/or Certifications:**

- Valid California Class C Driver's License.

**If assigned to grounds maintenance:**

1. High school diploma or G.E.D., supplemented by specialized training or coursework in irrigation and/or plumbing, or a related field; AND
2. Two (2) years of work experience applying grounds maintenance/plumbing skills in the repair and maintenance of grounds, gardens and irrigation equipment.

**Licenses and/or Certifications:**

- 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.

**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.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around District buildings and facilities; ability to travel to various District sites, projects and/or meetings; strength, stamina, and mobility to perform moderate to heavy 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 balance, bend, stoop, kneel, crouch, crawl, reach, push, pull, lift and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 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.