



CITY OF BANNING, CALIFORNIA

Building Maintenance Specialist

Job Code: 4430

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision, performs work related to the repair, service and maintenance of City buildings and telephone systems.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Supervises contractors on various new construction projects, remodels and major repairs. Obtains quotes and holds pre-construction meetings. Performs daily inspections, authorizes project changes and conducts final inspections. Administers contracts for janitorial services, alarm services, exterminating services and telephone maintenance.

Maintains City telephone system. Oversees installation and maintenance of new systems. Performs troubleshooting to repair telephone and voicemail issues. Performs programming changes to system. Arranges for major repairs needed by vendors. Performs training to end users on telephone and voicemail usage.

Performs general repairs on City buildings relating to electrical, plumbing and other general maintenance. Replaces switches, outlets, light bulbs and fuses. Repairs and replaces faucets, hoses and flush kits. Performs miscellaneous repairs on doors, locks, windows, gates and flooring. Repairs office equipment such as file cabinets, office desks, and other miscellaneous office equipment.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of project management principles.
- Knowledge of telephone and voicemail systems.
- Knowledge of building system maintenance and repair techniques.
- Knowledge of file and records management principles.
- Knowledge of inventory control methods and techniques.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in diagnosing and repairing telephone systems.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of building maintenance experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license. May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 50 pounds. May be subject to call out and/or call-back.