

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

FACILITY REPAIR SPECIALIST

Civil Service Status: Competitive	Bargaining Unit: General Employee Association
Probationary Period: One Year	Approved by City Council: 1-20-09
Classification Status: Field Services	Resolution No.: 2009-5
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Director of Field Services this position, performs skilled building maintenance in such areas as: heating and air conditioning, carpentry and other allied building trades in the alteration, repair and new construction of equipment and structures; performs other related work as necessary.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Alters, repairs or constructs articles and structures such as counters, doors, window frames, sheds, scaffolds, forms, and fences;
- Repairs and maintains parking meters;
- Makes and repairs furniture, equipment and fixtures;
- Performs mill and cabinet work;
- Maintains and repairs floors and woodwork;
- Fits doors, windows, sashes, and screens;
- Operates lathes, planers, shapers;
- Welds and brazes equipment using acetylene and electric welding equipment;
- Makes minor plumbing and plastering repairs;
- Maintains, installs and repairs air conditioning and heating equipment;
- Prepares estimates of work to be done, materials needed and time to accomplish task;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard carpentry practices;
- General knowledge and skills in basic mechanical and electrical principles;

Skills:

- Possess good mechanical aptitude;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

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Ability to:

- Follow written and oral directions;
- Establish and maintain smooth and effective working relationships;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Communicate effectively orally and in writing;
- Deal calmly with rude or angry people;
- Work overtime as requested;
- Willingness to assume responsibility to maintain a safe working environment;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination). Four (4) years experience in carpentry and /or general maintenance with experience in other allied crafts used in building maintenance and repair.

Experience:

Experience in trades such as plumbing, cabinetry work and electrical work desirable.

License or Certificate:

A valid Class C California Driver's License.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.