



City of Phoenix

Building Maintenance Worker

Job Code:	74830	Job Function:	Trades
Salary Plan:	002	Grade:	147
FLSA:	Nonexempt	Labor Assign:	Unit 1 LIUNA 777
Benefit Cat:	001	EEO-4:	Skilled Craft
SOC:	49-9071.00	Last Revision:	January 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to perform journey-level work in the maintenance, repair, alteration, and remodeling of buildings, offices, houses, and other City facilities. Assignments involve numerous trades and skills, such as rough and finished carpentry, plumbing, roofing, painting, and concrete/masonry. A high degree of competence in several trades is expected with more than one at or above the acceptable skilled level. Assignments are varied and are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints. Work is performed independently or in teams, and incumbents are responsible for determining appropriate work methods, tools, and materials for most assignments. Work involves occasionally serving as a crew leader over other Building Maintenance Workers for specified projects, and some positions regularly lead other Trades Helpers, Semiskilled Workers, Laborers, and Groundskeepers.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Building Maintenance Foreman, Building Maintenance Worker*Lead, or other supervisor, who inspects work while in progress and upon completion

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Performs skilled work in the maintenance, repair, alteration, and remodeling of buildings, offices, houses or other City facilities
- Performs rough and finished carpentry
- Tears down and rebuilds partitions
- Installs new flooring such as wood, linoleum, carpet, or tile
- Performs bench carpentry using shop equipment and power tools such as drills, saws, sanders, planers, air nailers, routers, and radial arm saws
- Builds tables, cabinets, shelves, and desks from rough sketches and blueprints
- Assembles, installs, and repairs pipes, fittings and fixtures of water, heating, and drainage systems
- Installs pre-hung, slab, wood-framed, and metal doors and window frames
- Performs preventive maintenance and minor repairs on cooling and air distribution systems
- Pours concrete to make floors, walkways, pads or other projects
- Lays building materials, such as brick, tiles, block, glass, and gypsum



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- Repairs or replaces leaking and defective roofing using materials such as roll roofing, roof coating, primer sealers, flashing, etc., and installs roofing tiles
- Repairs doors, door checks, and locks
- Repairs window frames, tables, chairs and other wooden equipment
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers
- Builds and repairs various types of park, playground, and sports equipment and facilities;
- Performs plaster work and does patch plastering on old wall surfaces
- Makes routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, and ballasts
- Performs routine welding and HVAC maintenance
- Studies building plans and drawings to determine materials, tools, and sequence of work to be performed
- Estimates and orders materials and supplies
- Cleans equipment and work areas
- Directs the work of other skilled or semi-skilled staff for specified projects
- Interacts with customers to determine maintenance, repair or remodeling requirements and preferences
- Trains new and existing staff in existing work methods to ensure conformance with accepted standards

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, practices, tools and materials used in building maintenance and repair work.
- The occupational hazards and necessary safety precautions applicable to building maintenance work
- The use and care of hand tools and power equipment necessary to perform various building maintenance and repair task

Ability to:

- Calculate cost, labor and material estimates by performing arithmetic functions such as addition, subtraction, multiplication, division, and algebra
- Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, in group settings or using a telephone
- Observe or monitor objects to determine compliance with prescribed operating or safety standards
- Measure distance using a tape measure or other measuring device
- Use graphic instructions such as blueprints, layouts, or other visual aids
- Comprehend and make inferences from written material
- Make precise arm-hand positioning movements and maintains static arm-hand position to operate tools, such as electric hand drills, power hand saws, or radial arm saws
- Make fine, highly controlled muscular movements to adjust the position of a control mechanism, such as operating levers or pedals
- Make skillful, controlled manipulations of small objects, such as assembling bolts, washers, collar units and inserting them in a small hole
- Coordinate the movement of more than one limb simultaneously, such as operating the clutch and accelerator on a car



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- Bend or stoop repeatedly or continually over time, such as laying brick or block
- Make continuous or repetitive hand/arm movements, such as using a trowel
- Lift arm above shoulder level to paint surfaces
- Work in small, cramped areas
- Reach high work areas with ladders and/or scaffolding and work at heights greater than ten feet
- Travel across rough, uneven, or rocky surfaces
- Move heavy objects (50 pounds or more) long distances (more than 20 feet)
- Mix or work with cleaning fluids, chemicals, paints, cleaning agents or similar solutions using only normal protective equipment
- Work in a variety of weather conditions with exposure to the outdoor elements
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Review or check the work products of others for conformance to standards.
- Work safely without presenting a direct threat to self or others
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift
- Appointments to some positions are subject to meeting appropriate polygraph and background standards
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of skilled level experience in building maintenance and repair work, with a high level of proficiency in at least two of the building trades, and completion of an acceptable apprenticeship program; or, six years of trades experience, three of which are at the skilled level, with a high level of proficiency in at least two of the building trades. Other combinations of experience and education that meet the minimum requirements may be substituted.