

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

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|--------------------|-------------------------|
| <b>CLASS TITLE</b> | Maintenance Worker 3    |
| <b>DEPARTMENT</b>  | Public Works\Operations |
| <b>UNION:</b>      | 114                     |
| <b>SG:</b>         | 10                      |
| <b>CS:</b>         | Entry/Promotional       |
| <b>FLSA:</b>       | Y                       |
| <b>EE04CODE:</b>   | SC                      |

**NATURE OF WORK:**

Performs operational and maintenance work on assigned buildings, facilities and equipment. Operates and maintains heating, ventilation and air conditioning (HVAC) equipment; steam and hydronic boilers; electrical distribution and lighting systems; electronic and computerized control systems; emergency power generation and distribution; mechanical systems and pneumatics. Performs plumbing, carpentry, flooring installation and repair, surface preparation and painting. Maintains outer envelope of buildings including roofing, siding, and windows. Conducts inspections on all building systems and recommends capital replacements and improvements. Installs and repairs modular office systems and furniture; assists in planning and implements moves for City departments. Works with Purchasing Division to write specifications and source supply.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by responsibility for, and ability to perform, maintenance and repairs on HVAC, plumbing and electrical systems and to diagnose problems with these systems. Must be able to competently utilize computer software programs for HVAC, security and maintenance management systems.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Facilities Manager or other Public Works Supervisor, as assigned. Works independently under general supervision in carrying out assigned work according to City and department policies, procedures and regulations. May act as a lead and assist in training lower classified and temporary or regular non-benefited employees.

**ESSENTIAL FUNCTIONS:**

1. Plans, schedules and performs operational and maintenance activities to meet applicable federal, state and local regulations; industrial standards; and project specifications. Performs full range of maintenance and repairs including the electrical, mechanical, plumbing, carpentry and custodial work of assigned facilities. Initiates and schedules various contract or outside services when appropriate.
2. Performs preventative maintenance on electrical distribution and lighting systems; HVAC equipment such as boilers, fans, air conditioning, compressors and chilled water

systems; domestic water systems; and plumbing fixtures. Disassembles, cleans, inspects, and reassembles boilers for annual inspection. Oils and greases mechanical equipment.

3. Initiates and performs corrective maintenance such as diagnosing, troubleshooting, replacing, adjusting and rebuilding defective machinery, equipment and associated systems or components. Replaces circuit breakers and receptacles; rebuilds/repairs steam system valves and condensate traps.
4. Installs new and replaces existing electrical, mechanical, and plumbing system components including lighting; motors; pumps; controllers; HVAC; fans; compressors; water, air, and wastewater lines and fixtures. Demolishes and constructs new walls, ceilings, and floors.
5. Maintains proper heating and cooling levels within facility; ensures that controls are in proper working order; sets controls for efficient operation of equipment; calibrates and adjusts pneumatic, electric, and electronic controls. Utilizes computerized control systems to ensure comfort and energy conservation.
6. Operates and maintains building security and life and safety equipment including locks, burglar alarms, fire protection and notification systems, and signage. Locks and unlocks buildings; secures buildings when not in use by checking for unlocked doors and windows; reports any unauthorized occupants. Utilizes computerized access systems to set occupancy schedules.
7. Inspects buildings, grounds and equipment on a daily basis. Makes necessary repairs and/or modifications as needed and/or reports damage to supervisor.
8. Makes on-site assessments of projects; determines appropriate equipment and materials to complete work according to specification. As necessary, adapts equipment and materials to meet specific requirements.
9. Maintains and repairs a variety of commercial floor machines such as scrubbers, vacuums and buffers; replaces drive wheels, shafts, gears, valves and electrical switches; lubricates motors and cleans terminals.
10. Keeps division's inventory of custodial and maintenance supplies and tools. Purchases supplies through the City Purchasing Division.
11. Utilizing specialized facility computer programs and software, maintains logs, charts, records and reports to provide an accurate record of equipment maintenance performed
12. Removes leaves and debris and provides snow and ice removal from parking lots, sidewalks, grounds, roofs, and City common areas. Cleans building exteriors including windows.
13. Assists in planning and provides office set-up service to tenant specification. Assembles and installs modular office and wall systems. Constructs items such as bookshelves. Assembles furniture, file cabinets and other storage units. Installs artwork, whiteboards, shelves, wall hangings and hooks. Ensures reasonable earthquake precautions are installed.

14. Collects money from City-owned vending machines and submits it to the Finance Office.

### **ADDITIONAL WORK PERFORMED:**

1. Performs related duties of similar nature or level within the scope of the classification.
2. May train and lead custodial and temporary maintenance staff; inspect custodial work and report concerns to Facilities Supervisor.

### **KNOWLEDGE AND SKILLS:**

- Knowledge and ability to perform maintenance tasks in all the skilled trades: HVAC, electrical, electronics, mechanical, pneumatics, plumbing, , carpentry, carpet installation, painting and surface preparation.
- Knowledge of cleaning methods, supplies and safety practices in custodial/maintenance work.
- Ability to follow written and oral directives including instructions on labels for the proper use of cleaning materials.
- Ability to communicate effectively orally and in writing.
- Ability to safely and efficiently operate a wide variety of hand and power tools and light equipment, including, but not limited to, table saws, chop saws, drill presses, portable lifts, power snakes and power operated fastening systems; operates forklifts and lift trucks.
- Ability to perform simple addition, subtraction, multiplication and division.
- Ability to utilize computerized systems including City e-mail system; basic word processing programs; maintenance management, security, centralized HVAC and energy management programs.
- Ability to learn computer systems for HVAC and maintenance management, and diagnostic software systems for City facilities.
- Ability to and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job:
  - Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
  - Read instructions;
  - Work safely around equipment;
  - Effectively monitor and respond to voice radio and crew communications, and alarms in a noisy environment;
  - Continuously perform work near the floor ;
  - Ascend to, and work from, heights of up to 100 feet;
  - Work occasionally in confined spaces;
  - Lift and transport heavy objects of approximately 50 lbs. frequently;
  - Lift and transport weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance.

**WORKING ENVIRONMENT:**

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain. The work may be in a high-risk environment including electrical voltage, extreme temperatures and heights, operation of power equipment and motorized vehicles and exposure to noise, vibration and airborne particles. Employees may be required to use personal protective equipment.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- A minimum of two years of direct experience in building maintenance or three years of experience in one of the building trades (HVAC, electrical, plumbing or carpentry). Completion of a certified educational program in building maintenance may substitute for the two years of experience.
- Two years experience operating a wide variety of power equipment and hand tools.

**NECESSARY SPECIAL REQUIREMENTS:**

- Police criminal convictions record check prior to hire or placement.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Ability and willingness to be called out in response to occasional custodial/maintenance emergencies.

**PREPARED BY:** Holt Consulting  
7/00

**REVIEWED BY:** \_\_\_\_\_  
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Public Works

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**COMMISSION ADOPTION:** \_\_\_\_\_ November 12, 2009

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