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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **LEISURE SERVICES MAINTENANCE WORKER**

### **DEFINITION**

Under general direction of the Leisure Services Manager or Supervisor performs skilled and unskilled maintenance of assigned city facilities and Leisure Services program locations. The LS Maintenance Worker performs most routine maintenance tasks independently and receives direction and supervision on more difficult assignments. Work involves operation of related maintenance equipment and involves flexible hours, including evenings and weekends as required by facility usage.

### **EXAMPLES OF DUTIES**

- Performs basic duties in all related building trades (plumbing, electrical, carpentry, HVAC (including programming software), etc).
- Does plumbing (repairs to water heaters), electrical (repairing handicap doors, repair center window screens/blinds, including changing light bulbs), masonry work and repairs to the building's sound system.
- Paints inside and outside of facilities.
- Ability to maintain and repair fitness equipment and gym floor.
- Ability to make mechanical adjustments (motor for the mechanical curtain in the gym, replacement of air filters, belts and motors). Maintain security alarms, cameras and other audio/visual problems for the department.
- Assists with assembly and moving furniture and equipment as required.
- Operates, adjusts and performs minor repairs to heating and ventilating systems, including filter replacement.
- Collects and disposes of refuse; collects recyclables as directed.
- Performs cleaning and custodial maintenance work of restrooms, furniture, fixtures, equipment (including exercise equipment), floors, carpets, counters, walls, windows and ceilings, and replenishes supplies.
- Prepares service call requests for observed building deficiencies and maintains a log of such requests.

## **EXAMPLES OF DUTIES (Continued)**

- Schedules and monitors contractors (custodial, equipment repair and servicing, etc.) as required
- Support Public Works Department when needed; and perform related work as required.

## **MINIMUM REQUIREMENTS**

### **Experience:**

Two years experience in general building maintenance, consistent with the duties listed above.

### **Knowledge and Abilities:**

- Knowledge of all custodial related machinery operation, repair and supplies.
- Knowledge of operation and maintenance of general fitness and exercise equipment, including audio/visual equipment.
- Knowledge of basic carpentry, electrical, HVAC and plumbing; ability to do minor painting, tile laying and cabinetry.
- Ability to do glazing; ability to do some heating, air conditioning and ventilating repair and maintenance.
- Adhere to periodic cleaning and maintenance schedules of assigned facilities.
- Ability to understand and follow moderately complex oral and written instructions and work from sketches and plans.
- Knowledge of all safety practices of the building trades.

### **Physical and Other Requirements:**

Be in good physical condition; possess a valid California Driver's License.

The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.