



**Jurupa Area Recreation and Park District**  
**Building & Facilities Maintenance Worker I**  
**Job Description**

**Job Description:**

**Job Title:** Building & Facilities Maintenance Worker I  
**Department:** Maintenance  
**Reports To:** Parks Maintenance Manager  
**FLSA Status:** Non-Exempt  
**Approved By:** Board of Directors  
**Approved Date:** December 13, 2018  
**Pay Range:** \$15.61 - \$19.02 per hour

**SUMMARY**

To perform a variety of skilled and semi-skilled maintenance and construction duties involving a variety of buildings, structures, repair and reconstruction work; and coordinates activities of workers engaged in maintenance and repairing physical structures of buildings and maintaining grounds and to do other work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following.

Ability to use tools and understand the operational characteristics of maintenance equipment used in the construction and field maintenance

Ability to perform a variety of maintenance, construction and repair work in the area of work assigned

Operate a variety of vehicles and stationary mechanical equipment in a safe and effective manner in routine situations

Work independently in the absence of supervision

Use and operate hand tools, mechanical equipment, welding equipment, power tools and equipment required for the work in a safe and efficient manner

Read and interpret basic maps, drawings, diagrams and blueprints

Cuts and removes sections of concrete, asphalt, wood or other materials

Constructs forms and grade area; pour and assist in finishing concrete; cut and remove roots; use concrete cutting and breaking equipment



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Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES**

None, receives general supervision from Building & Facilities Maintenance Worker II and higher level supervisory and management staff.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma/ GED and one year experience which would ensure the candidates can use and operate tools/equipment used in grounds and building maintenance.

**LANGUAGE SKILLS**

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports and business correspondence. Ability to understand procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, materials quantities and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain a valid California Driver's License and valid auto insurance coverage. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire. Must be pass background check.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus depth perception, and ability to adjust focus.



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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; high precarious places; explosives; risk of radiation; and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, and extreme heat. The noise level in the work environment is usually loud.

**Examples of Duties:**

Duties may include, but are not limited to the following:

- Perform painting and performing structural repairs to masonry, electrical, plumbing, woodwork, and furnishings of buildings.
- Ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Requests tools, equipment, and supplies.
- Interprets company policies and follows safety regulations.
- Establishes or adjusts work procedures to meet production schedules. Suggests changes in working conditions and use of equipment to increase efficiency of work.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to achieve work goals.
- Confers with supervisors to coordinate activities of individual departments.
- Cuts and removes sections of concrete, asphalt wood or other materials.
- Constructs forms and grade area; pour and assist in finishing concrete; cut and remove roots; use concrete cutting and breaking equipment.
- Install signs and paint and strip various materials.
- Repair and replace broken lights, restroom fixtures and other related building fixtures.
- Inspect and repair or replace playground equipment and other park furnishings.
- Performs some electrical trouble shooting and affects repairs.