



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Reclassification of Two Building Service Worker Positions to Building Maintenance Worker Positions in the Public Works Department.

**MEETING DATE:** October 15, 1997

**SUBMITTED BY:** Human Resources Director

**RECOMMENDED ACTION:** To approve the reclassification of two Building Service Workers to Building Maintenance Workers in the Public Works Department.

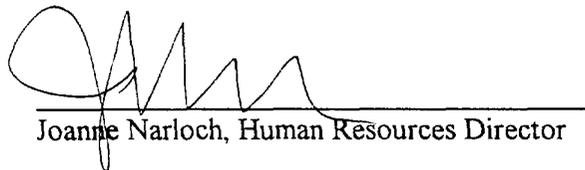
**BACKGROUND INFORMATION:** Classification studies have been conducted on the two positions of Building Service Worker in the Public Works department.

Based on this analysis, it was determined that the incumbents are performing the duties of a higher level classification, Building Maintenance Worker, an existing classification in the City of Lodi. The two incumbents are recommended for reclassification to Building Maintenance Workers.

**ANNUAL COST (Salary and PERS):** \$3127.92

**FUNDING:** Currently budgeted.

Respectfully submitted,

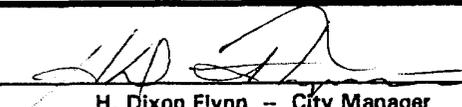


Joanne Narloch, Human Resources Director

Prepared by: Mary Ann Turner, Human Resources Analyst II

cc: Jack Ronsko, Public Works Director

APPROVED: \_\_\_\_\_



H. Dixon Flynn -- City Manager

BUILDING SERVICE WORKER

DEFINITION

Performs custodial, janitorial and routine maintenance work for City buildings and grounds.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform a variety of tasks in the daily care and maintenance of buildings and grounds. This class is distinguished from the Building Maintenance Worker class in that it is not expected to do more than preventive maintenance for heating, cooling, and mechanical systems. Work is primarily routine custodial, preventive maintenance and light repair.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a supervisory or management position.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs daily building custodial duties such as cleaning, plant care, furniture moving, replacement of light bulbs, and trash removal.

Performs groundskeeping and water system maintenance.

Checks heating and cooling systems for proper operation; performs preventive maintenance such as lubrication.

Checks alarm systems and sprinkler systems.

Orders supplies.

Performs light repair work to office machines, building systems, restrooms, and furniture.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Basic maintenance procedures and mechanical principles.

Ability to:

Work independently and organize daily work.

Use and operate hand and light power tools.

CITY OF LODI  
Building Service Worker (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability.

BUILDING MAINTENANCE WORKER

DEFINITION

Performs a variety of maintenance tasks involving carpentry, plumbing, electrical, heating and cooling, construction, and repair skills; regularly inspects the condition of City buildings and facilities; responds to calls for maintenance service.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the building maintenance class series. It is expected to perform a variety of maintenance tasks and is distinguished from the Building Service Worker in the technical complexity and diversity of those tasks. It is distinguished from the Senior Building Maintenance Worker in that it does not perform the most technically complex maintenance work and does not have major supervisory responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level maintenance positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Public Works

Conducts daily inspections of heating and air cooling systems.

Replaces lights, ballasts, and fixtures.

Repairs locks, cuts keys, and rekeys locks.

Repairs roofs, plumbing, and electrical systems.

Does preventive maintenance on heating and cooling systems; repairs systems.

Repairs walks, baseboards; paints buildings; performs cabinetry work.

Performs related duties as required.

Parks

Installs and repairs automatic sprinkler system, control clocks, electric control valves, sprinkler heads, and pipe lines.

Repairs electric motors, replaces bearings and pump seals.

CITY OF LODI  
Building Maintenance Worker (Continued)

EXAMPLES OF DUTIES

Parks

Reads and interprets blue prints for new structures; installs wiring, sprinkling systems, does concrete work, painting, stucco work, restroom fixtures, and tile work.

Installs and maintains scoreboards for football and baseball.

Installs and repairs drinking fountains, sewage lines, gas lines, water heaters, sinks, toilets, urinals, filtering systems, chlorine machine for swimming pools, and heaters for swimming pools.

Constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and play ground equipment.

Does concrete work, places forms, orders amount needed for curbing or building shade area.

Repairs windows, doors, plumbing, electric outlets, and water mains.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of carpentry, plumbing, electrical and machinery.

Basic maintenance and repair procedures.

Purposes and uses of numerous hand tools and power equipment.

A variety of construction and finishing materials.

Basic construction methods.

Ability to:

Perform a variety of construction, maintenance, and repair tasks.

Learn technically complex maintenance tasks.

Operate a variety of hand tools and power equipment.

Work in an organized, neat, and safe manner.

Read and interpret basic blue prints.

CITY OF LODI  
Building Maintenance Worker (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three years experience in the building construction, maintenance, or machinery trades.

Education:

None required.

Licenses or Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

RESOLUTION NO. 97-176

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RECLASSIFICATION OF TWO BUILDING  
SERVICE WORKERS TO BUILDING MAINTENANCE WORKERS

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BE IT RESOLVED, that the Lodi City Council does hereby approve the reclassification of two Building Service Workers to Building Maintenance Workers in the Public Works Department.

Dated: October 15, 1997

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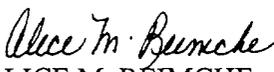
I hereby certify that Resolution No. 97-176 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 15, 1997 by the following vote:

AYES: Council Members – Land, Mann, Sieglock, Warner and Pennino  
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
ALICE M. REIMCHE  
City Clerk