

BUILDING SERVICES TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of support functions in the maintenance of Court facilities, support of daily Court operations, and the receiving, storage, and delivery of supplies; to serve as a courier between the various Court facilities; to perform basic repairs and maintenance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized working level classification which performs a variety of building services, inventory maintenance, and delivery and courier assignments. An incumbent also performs basic maintenance and repair of Court facilities.

REPORTS TO

Court Administrator, or other appropriate Manager, as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists with and performs a variety of general maintenance and semi-skilled work in the maintenance and repair of Court facilities; organizes large scale furniture moves and/or performs smaller scale movement for staff and judicial officers, assisting with the changing of offices and buildings; accepts delivery of material and supplies and coordinates the internal delivery of supplies, furniture, and equipment; accepts delivery of and assembles furniture and equipment; moves furniture, chairs, and equipment in courtrooms, offices, or hearing rooms; performs store keeping duties for equipment, furniture, records, exhibits, and supplies; stores surplus furniture and equipment; assists with general support such as pulling wire for computer systems and soldering receptacles; assists with inspection of buildings and facilities for needed repairs; operates hand tools, power equipment, and vehicles; sets up audio visual equipment as needed; may train temporary workers in various assignments; inspects facilities and identifies safety problems and hazardous conditions, reporting conditions to appropriate staff and facilitating repairs and correction of problems.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile; use hand tools and power equipment.

TYPICAL WORKING CONDITIONS

Work is performed in building environment; work is performed in varying temperatures; exposure to dust and electrical currents; continuous contact with other staff.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Basic practices, tools, equipment, and materials used in the building trades.
- Safe work practices and procedures.
- Audio/visual equipment set-up and use.
- Store keeping methods and procedures.

Ability to:

- Perform a variety of basic maintenance work in the maintenance and repair of Court facilities.
- Learn to read and understand plans, construction drawings, and blueprints.
- Learn to recognize conditions which require maintenance and repair and correction of safety hazards.
- Use and care for hand and power tools used in building trades work.
- Perform store keeping and delivery work.
- Estimate time and materials for assignments.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Work independently without detailed instructions.
- Prioritize conflicting assignments.
- Be self-motivated and insure quality control of work products.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous work experience in warehouse, shipping/ receiving or building maintenance work is highly desirable.

Special Requirements:

Possession of an appropriate California Driver's License.

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.