



JULY 2016
FLSA: NON-EXEMPT

FACILITIES MAINTENANCE TECHNICIAN I/II

DEFINITION

Under immediate (Facilities Maintenance Technician I) or general (Facilities Maintenance Technician II) supervision, performs a wide variety of technical maintenance, repair, installation, alteration, and construction activities involving the City's buildings and facilities; trades areas include carpentry, plumbing, lighting, and electrical trades work to improve, maintain, remodel, and renovate City buildings, facilities, and fixtures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Facilities Maintenance Technician I) or general (Facilities Maintenance Technician II) supervision from the Facilities Maintenance Supervisor or assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to contractors and temporary staff.

CLASS CHARACTERISTICS

Facilities Maintenance Technician I

This is the entry-level class in the Facilities Maintenance Technician classification series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Facilities Maintenance Technician II in that the latter performs skilled maintenance works independently at the journey-level.

Facilities Maintenance Technician II

This is the journey-level class in the Facilities Maintenance Technician classification series responsible for performing the full range of maintenance duties at City buildings and facilities in order to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for City and public use. Incumbents are responsible for performing maintenance and alterations on County buildings and facilities, electrical and mechanical systems, identifying and evaluating construction-related problems, and performing installation and repairs on plumbing systems. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Facilities Maintenance Technician in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the series.

Positions in the Facilities Maintenance Technician class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level; progression to the II level is subject to

management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the II level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the II level of the series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains and repairs City facilities, equipment, and buildings by performing a wide variety of carpentry, lighting, electrical, plumbing, painting, and mechanical repair work.
- Performs a variety of electrical repairs and installations, such as light fixtures, system protective devices, switches, alarm systems and related equipment.
- Installs, repairs and maintains sinks, faucets, toilets, drinking fountains, pumps, and related equipment.
- Performs framing, rough and finished carpentry, and cabinetry to erect small structures, partition interior spaces, frame and trim doors and windows, and build interior appurtenances.
- Hangs, tapes and textures wallboard; patches plaster; applies interior finishes such as paint, paneling, varnishes, etc.
- Performs the full range of masonry duties; installs and repairs drywall.
- Maintains, repairs, and performs preventative measures on building and facility exteriors, such as water-proofing, repairing gutters and roofing, and replacing exterior fixtures.
- Inspects facilities and buildings for maintenance and repair needs and safety concerns; makes installations, replacements, and repairs as needed, for example installing fire extinguishers.
- Performs pest control for small animals and insects.
- Repairs metal equipment, fixtures and furniture; fabricates frames and racks using acetylene and arc welding and brazing equipment.
- Installs flooring tile, ceramic tile, molding and baseboards.
- Removes and replaces window glass.
- Performs routine building maintenance work as necessary, such as changing light bulbs, hanging pictures and signs, replacing batteries, clearing roof gutters and drain pipes, etc.
- Assists in ordering and maintaining supply and parts inventory, including conducting research and providing input on pricing, quantity, and quality of materials.
- Receives and responds to inquiries, concerns and complaints regarding areas of responsibility.
- May plan, schedule, prioritize, assign, and/or provide training to lower-level or temporary staff, including City contractors.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

Facilities Maintenance Technician I

- Basic principles, practices, tools, and materials as they relate to the trades related maintenance and repair of facilities and buildings.
- Occupational hazards and safety equipment and practices related to the work.
- Construction mathematics for determining slope, calculating square footage, etc.
- Basic computer equipment and applications related to the work, e.g. email, internet search, etc.
- Basic English, reading comprehension, and communication skills.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Facilities Maintenance Technician II: (In addition to the above)

- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of County buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- Principles, theories, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.
- Methods and techniques of repairing and maintaining plumbing system fixtures and components such as sinks, faucets and toilets.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and techniques of an Energy Management System (EMS), including the monitoring of the city heating, ventilating, and air conditioning (HVAC) system using the EMS.
- Methods and materials used in concrete work, surface patching and brick / masonry repair.
- Principles and standard practices of problem solving and repair pertaining to Fire Alarm Systems and Security Systems.
- Basic principles of providing instruction and training to lower-level or temporary staff.
- Techniques and safety precautions in acetylene and arc welding.
- Methods and materials used in roof and wall structure repair.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Principles and procedures of record-keeping and reporting.

Ability to

Facilities Maintenance Technician I

- Perform basic construction, modification, maintenance, and repair work to City buildings, equipment and grounds.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Learn and apply City and department policies and procedures.

- Prepare and maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Follow department policies and procedures related to assigned duties.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing, including fielding calls regarding problems with City buildings.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Facilities Maintenance Technician II: (In addition to the above)

- Perform the full range of skilled tasks in the construction, maintenance, renovation, and repair of County buildings and facilities.
- Perform skilled work in carpentry, plumbing, roofing, painting, mechanical, heating, ventilation, concrete, air conditioning, and electrical trades.
- Identify building maintenance needs and take corrective actions.
- Perform duties in a manner to maximize public safety in the area of building maintenance and construction.
- Operate a variety of mechanical equipment in a safe and effective manner; e.g. table saw, band saw, welder, etc.
- Accurately determine project material needs and recommend purchases.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Maintain, diagnose, and repair Fire Alarm and Security Systems.
- Utilize and understand an EMS, including monitoring the City's HVAC system using the EMS.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Measure and calculate angles, lengths, volumes and electrical factors such as capacity and resistance.
- Design, lay out and prepare sketches for carpentry and related projects.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, supplemented by vocational training in assigned trades areas.
- Facilities Maintenance Technician I
One (1) year of experience in construction, maintenance, and/or related facilities, systems, and appurtenances, including the use of hand and power tools.
- Facilities Maintenance Technician II
Two (2) years of increasingly responsible experience in performing skilled building repair and maintenance duties.

LICENSES AND CERTIFICATIONS

Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in multiple facilities and in the field and are exposed to inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.