



JULY 2016
FLSA: NON-EXEMPT

SENIOR FACILITIES MAINTENANCE TECHNICIAN

DEFINITION

Under direction, leads, trains, and participates in the more complex and difficult work of a crew responsible for providing maintenance, and repair to City buildings and facilities; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from facilities maintenance supervisor or assigned supervisor. Exercises technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the facilities maintenance technician classification series responsible for providing lead supervision and training to facilities maintenance staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment, including performing the most complex duties required to ensure City buildings, facilities, and grounds are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include training, developing and scheduling Facilities Maintenance Technicians, inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of City buildings, facilities and grounds. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned section. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed for conformity to policy and requirements. This class is distinguished from the Facilities Supervisor in that the latter has first level direct supervisory responsibility for all building maintenance and City custodial services.

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.

- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the assigned supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Provides technical and functional supervision to assigned Maintenance Technicians and temporary staff; directs the work of assigned staff while on the job site; reviews quality of work; participates in performing routine to complex and specialized maintenance and repair work on assigned City infrastructure.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.

- Evaluates knowledge, skills and abilities of Facilities Maintenance Technicians in a training capacity at scheduled intervals; counsels employees regarding training problems and necessary improvements; documents issues; refers disciplinary problems and provides performance evaluation input to the Supervisor.
- Inspects assigned City buildings, facilities, and grounds for maintenance needs and recommends appropriate actions; aids in developing work plans, procedures and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment and materials; orders supplies and equipment for work projects; maintains records of purchase orders; aids in developing budget figures for the division; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Performs a wide variety of skilled maintenance, repair, and installation work in the City buildings and facilities to which assigned, including carpentry, plumbing, roofing, painting, mechanical, heating, ventilation, air conditioning, electrical work, fire panels and burglary alarms panels.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Conducts fire system tests drills and tests generators as appropriate to verify proper working condition.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Reviews proposals and contracts, schedules work, collects insurance papers, and approves payments to contractors and vendors as necessary.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Attends trainings, meetings and workshops, as required to enhance job knowledge and skills; stays current on trends in technology and environmental requirements related to the work.
- Acts as the Supervisor in his/her absence or as assigned.
- Performs general staff work as required, including but not limited to attending staff meetings, preparing records and reports, entering and retrieving computer data, copying and filing documents, answering the telephone, etc.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Building maintenance principles, practices, tools, and materials for maintaining and repairing assigned City buildings, facilities and grounds.
- Basic principles of lead supervision and training.
- Principles and techniques involved in planning building maintenance projects, including material selection and estimates, staffing and scheduling.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of electrical, plumbing, mechanical, carpentry and related building trades.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Modern office practices and technology, including the use of computers and specialized software programs relevant to the work performed.
- Records maintenance and report writing techniques.

- Basic hydraulics and construction mathematics.
- English usage, grammar, spelling and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Plan, schedule, assign, direct and review the activities of assigned staff.
- Interpret and apply pertinent federal, state and local laws, rules and regulations, and City policies and procedures.
- Train others in proper and safe work procedures; counsel and motivate staff.
- Organize own work, set priorities and meet critical time deadlines.
- Analyze problems, evaluate alternatives and make sound recommendations in support of goals.
- Identify and implement effective course of action to complete assigned work.
- Inspect the work of others and maintain established quality control standards.
- Read and interpret building plans, specifications and related materials.
- Troubleshoot maintenance problems and determine materials, labor and supplies required for repair.
- Perform construction, modification, maintenance, and repair work of City buildings, equipment and grounds.
- Assist in coordinating the work of contractors and others involved in division projects and activities.
- Exercise sound independent judgment within general policy guidelines.
- Maintain accurate logs, records, and basic written records of work performed.
- Give, as well as understand and follow, oral and written instructions.
- Perform required mathematical computations with accuracy; measure and calculate angles, lengths, volume and electrical factors such as capacity.
- Operate and care for a variety of light equipment, vehicles and tools in a safe and effective manner.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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
- Three (3) years of increasingly responsible experience in performing skilled building repair and maintenance duties, one (1) of which should be in a lead capacity.

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 50 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.