



Facilities Maintenance Technician

Department/Division:	Public Works/Building Maintenance
Reports To:	Maintenance Services Supervisor
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	December 16, 2006

GENERAL PURPOSE

Under general supervision, performs a variety of journey-level tasks in the construction, alteration, maintenance, and repair of City buildings, facilities and equipment; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Prepares, paints and repaints walls, doors, ceilings and other structures; removes graffiti as needed.
2. Installs or repairs carpets and tiles as part of flooring work.
3. Performs basic building construction and carpentry work such as constructing and repairing benches, tables, bleachers, stages, signs, walls, window frames, and doors.
4. Installs, repairs and inspects playground equipment for safety purposes.
5. Repairs plumbing at facility rest rooms and picnic shelters; operates power auger to clear drains; installs new pipes or drains as necessary.
6. Troubleshoots and repairs electrical problems; repairs electrical appliances and fixtures at building and field locations; repairs, installs and maintains equipment such as motors, lighting circuits, timers, clocks and other power equipment; repairs or replaces ballasts, switches, outlets, breakers, fuses and wiring.
7. Installs security fencing and gates; repairs locks, handles and other security mechanisms; fabricates and welds security gates, locks, and chains, as necessary.

ESSENTIAL FUNCTIONS (continued)

8. Maintains, trouble-shoots, and repairs heating, refrigeration and ventilation units; checks and maintains proper water chemical levels in cooling towers.
9. Performs masonry tasks; performs cement, plaster or brick work.
10. Estimates and requisitions materials and supplies for assigned projects; orders equipment needed and maintains work records.
11. Operates a variety of motorized vehicles and performs utility duties such as loading, hauling, and unloading materials and supplies.
12. Checks work for conformance with building plans and specifications.
13. Responds to emergency call-out work and assists other departments as needed.

QUALIFICATIONS GUIDELINES

Knowledge of:

Uniform Safety Codes; basic principles and practices of carpentry, electrical, plumbing, heating, ventilation, plumbing, air conditioning and welding work; refrigeration and refrigerant gasses and their uses; cement, plastering and painting procedures; variety hand, power and shop tools; basic math; safe work methods and practices.

Ability to:

Operate a variety of motorized vehicles and hand and power tools and equipment in a safe and effective manner; perform a variety of building maintenance duties including painting, plastering, carpentry, plumbing, electrical, and heating, ventilation, air conditioning, and other related duties; use a recovery machine to reclaim refrigerant; perform mathematical calculations in order to obtain appropriate area estimations; read and interpret blueprints and electrical wiring diagrams; work independently in the absence of supervision; organize and prioritize tasks to meet deadline; establish and maintain effective working relationships with staff, contractors, the general public and those encountered in the course of the work.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of journey-level experience in the general building trades; or an equivalent combination of training and experience. Additional training and vocational certification in the Building Trades is desirable

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. May work on-call or be expected to respond to emergency situations.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Employees are required to frequently stand and walk in work areas and occasionally sit while completing records and reports, and talk and hear. Employees are expected to stoop, squat, crawl, and work within confined physical spaces. Employees may climb stairs, ladders, or small stools, and lift and carry parts, supplies, and equipment, typically weighing less than 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret specifications and manuals; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, management, contractors, and vendors.

ENVIRONMENTAL ELEMENTS

The employee works indoors and outdoors in accessing and performing maintenance and repair functions involving on City buildings, facilities, and equipment. The employee drives to and from different locations and is exposed to outside weather conditions, traffic, extremely hot and cold surfaces and work areas, moisture, wetness, dust, oils, greases, fumes, and mechanical and electrical hazards. The employee works with various cleaning agents. The noise level is loud when the employee is operating power tools and equipment.