City of Pittsburg Job Description
Unit/Department: PITTKS PUBLIC UTILITIES
Job Title: **100.305.261 FACILITY MAINT. TECH I**

Section: Position Summary

1. Facility Maintenance Technician 1 work's under general supervision in performing facility maintenance tasks. Maintains and repairs city buildings, facilities, structures, assets and equipment; performs semi-skilled and skilled maintenance work involving painting, plumbing, carpentry, locksmithing, minor electrical, and HVAC.
2. Reports to the Facility Maintenance Supervisor
3. The primary duties of work are performed outdoors and may include working in adverse weather conditions.
4. Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required.
5. Work in confined spaces and trench excavations as required.
6. Works at heights as required
7. The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned. This position will provide mentoring to the operator I and apprentice positions.

Section: Duties and Responsibilities

1. **Equipment Operation, Evaluation, & Maintenance**
    a. Ability to Operator varying types of mowing equipment.
    b. Ability to Operate Skid Steer
    c. Ability to Operate Dump Truck
    d. Performs daily required service checks on equipment to be used for the day including checking and filling; fluids, pressures, and grease points.
    e. Ability to safely and effectively use, operate, and care for hand tools, mechanical equipment, power tools.
    f. Ability to operate varying aerial lifts
    g. Ability to assemble or set up and work from scaffolding or ladders
2. **Exterior Site & Facility Appurtenance Applications**
    a. Performs maintenance, repair and construction work on concrete structures, including; sidewalks, walkways, fountains, walls, steps, and related areas.
    b. Performs maintenance, repair and construction on masonry work including minor tuckpointing of mortar joints and minimal block or brick laying.
    c. Performs maintenance, repair, and construction on electrical related components
    d. Performs maintenance, repair, and construction on plumbing related components
    e. Performs maintenance, repair, and construction on miscellaneous building amenities including flagpoles, benches, signage, etc…
3. **Facility Envelope & Structural Components Applications**
    a. Performs maintenance, repair and construction on masonry work including minor tuckpointing of mortar joints and minimal block or brick laying.
    b. Performs maintenance, repair and construction on doors and windows including checking for leaks and replacement of related hardware items.
    c. Performs maintenance, repair and construction on roofing work of varying material types including checking for point of intrusion.
    d. Performs maintenance, repair and construction on varying exterior wall types and surfaces.
4. **Facility Internal Components Applications.**

a. Prepares surfaces for painting, staining, or re-texturing; matches paint colors; applies paint to building interiors, fixtures, equipment and exteriors; strip and paints or stains cabinets, doors, and woodwork.

b. Builds new walls; repairs, replaces, tapes and textures drywall, installs tile, flooring, and carpet.

c. Installs maintains, and repairs indoor plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets, drinking fountains, and water heaters; clears obstructions from drains and toilets.

d. Performs minor electrical repairs; installs or repairs light fixtures, ballasts, switches, and outlets.

e. Performs minor preventive maintenance service and repairs on appliances, refrigeration, air conditioning, and heating systems; responds to all HVAC, electrical, or specialized vendors requests and assists or monitors as needed.

f. Makes repairs on doors, windows, floors, lockers, gates, roofs, and ceilings, diagnoses and repairs water intrusions including roof leaks, siding leaks, and window leaks.

g. Installs, repairs, and replaces locks and other door hardware; rekeys locks on city buildings and properties; provides access to city buildings and facilities for vendors and contractors; maintains electronic card reader access system with IT department.

h. Responds, installs, and constructs tables, shelves, cabinets, base boards, counter tops and other wood equipment and fixtures; finishes cabinets and counter tops; renovates offices.

i. Moves heavy equipment and/or furniture.

5. Security, Safety, & Administrative Procedures.

a. Take necessary measures as needed for safe performance for employee and work in and around work area.

b. Identify and monitoring confined space areas for air quality.

c. Proper ladder setbacks, scaffolding handrails or tie off as need when working at heights

d. Uses necessary personal protective equipment and tool guards correctly and as required for varying situations.

6. Personal Conduct

a. Reliability: Policy 210 & 502

b. Judgement: Policy 101

c. Cooperation / Attitude: Policy 104

d. Serving the Public: Policy 103

Section: Position Competencies

1. **Equipment Operation, Evaluation, & Maintenance.**
    a. Knowledge of proper equipment operation.
    b. Knowledge of proper safety features and their application for use of power tools and equipment.
    c. Knowledge of basic snow removal operations and salt/sand applications for snow and ice events.
    d. Knowledge of overhead hazards when operating aerial equipment.
2. **Construction Trades**
    a. Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of city buildings and facilities, including carpentry, concrete, masonry, cabinet making, locksmithing, plumbing maintenance of heating and air conditioning systems, painting, and minor electrical repair.
    b. Principles, theories, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery and equipment.
    c. Knowledge of applicable codes and trades practices including ADA requirements.
    d. Knowledge of troubleshooting mechanical and electrical systems
    e. Knowledge of general arithmetic calculations for ordering of materials.
    f. Knowledge of mathematical conversions.
3. **Security, Safety, & Administrative Procedures.**
    a. Recognize and report environmental related hazards associated with work to be performed.
    b. Recognize and report environmental hazards or poor housekeeping activities.

Section: Education & Qualifications

1. High school graduation or equivalent and 3 years of relevant work experience.
2. Kansas Commercial Driver's License Class A.
    a. Air Brake Endorsement
    b. Tanker Endorsement
    c. Automatic Transmission
    d. Standard Transmission - May be optionally required.
3. OSHA - 10 Hour
4. Required Certifications (Journey Certifications in lieu of)
    a. Certificate of Completion from the National Center for Construction Education & Research: Core Curriculum
    b. Certificate of Completion from the National Center for Construction Education & Research: Plumbing Level 1
    c. Certificate of Completion from the National Center for Construction Education & Research: HVAC Level 1
    d. Certificate of Completion from the National Center for Construction Education & Research: Electrical Level 1
5. Continuing Education Opportunities
    a. Certificate of Completion from the National Center for Construction Education & Research: Carpentry Level 1
    b. Certificate of Completion from the National Center for Construction Education & Research: Plumbing Level 2
    c. Certificate of Completion from the National Center for Construction Education & Research: HVAC Level 2
    d. Certificate of Completion from the National Center for Construction Education & Research: Electrical Level 2
6. Basic Competencies using Micro-soft products such as office, word, and excel.
7. Ability to enter and process work order data in asset management system.
8. Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work orders.

9. Ability to read and interpret design drawing and specifications including: plan & profile drawings, elevations, contours, navigate to drawing details, schematics, review specifications for city standard conformance.