



# JOB DESCRIPTION

## FACILITY MAINTENANCE TECHNICIAN I

<b>Department:</b>	Information Technology	<b>Classification/FLSA:</b>	Full Time, Non- Exempt
<b>Location:</b>	Street Barn	<b>Reports To:</b>	Facility Maintenance Supervisor
<b>Supervises:</b>	N/A	<b>Salary Range:</b>	\$14.14 - \$ 21.25 hourly
<b>Benefits:</b>	Per City Handbook	<b>Travel:</b>	As needed

Date Written/Revised: 04/29/2020; 4/26/2024

### POSITION SUMMARY

1. Facility Maintenance Technician I works 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 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.

### DUTIES AND RESPONSIBILITIES

1. **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.
2. **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.

## FACILITY MAINTENANCE TECHNICIAN I continued

- d. Performs maintenance, repair and construction on varying exterior wall types and surfaces.

### 3. 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.

### DUTIES AND RESPONSIBILITIES

- a. Reliability: Policy 210 & 502
- b. Judgement: Policy 101
- c. Cooperation / Attitude: Policy 104
- d. Serving the Public: Policy 103

### 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.
- e. Construction Trades: 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.
- f. Knowledge of applicable codes and trades practices including ADA requirements.
- g. Knowledge of troubleshooting mechanical and electrical systems
- h. Knowledge of general arithmetic calculations for ordering of materials.
- i. Knowledge of mathematical conversions.

#### 2. 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. OSHA - 10 Hour
3. Preference Given for 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
4. 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
5. Basic Competencies using Micro-soft products such as office, word, and excel.
6. Ability to enter and process work order data in asset management system.
7. Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work orders.
8. 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.

