



## FACILITIES MAINTENANCE TECHNICIAN

AGENCY/DEPARTMENT:

Public Works/Parks and Maintenance

Approved By HR Director: *EH*

Date Approved: *9/1/04*

Date of Last Revision:

Reports to: Parks and Maintenance Specialist

Supervises: N/A

Conflict of Interest Code Filer:

**JOB SUMMARY:** Under moderate supervision, performs maintenance and service tasks to repair the City's buildings and facilities involving plumbing, painting and graffiti removal, electrical, mechanical, and carpentry using small equipment and hand tools.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs maintenance and repair of buildings, structures and streetlights; removes graffiti as needed.
2. Repairs and installs door locks; adjusts or replaces door closures.
3. Performs electrical work including the replacement of circuit breakers, electrical wires, junction boxes and conduit; assists in high voltage circuits above 120v.
4. Assists in street light removal and installation of new street lights; locates street light circuits.
5. Assists in the removal of larger furniture, work area division partition and surplus items.
6. Orders and picks up supplies and replacement parts.
7. Responds to emergency repair requests.
8. Maintains records and fills out daily time sheets.
9. May fill in for Senior Facility Maintenance Technician in thier absence.
10. May Coordinate the set up of City buildings or structures for special events.
11. Receives daily assignments and tasks that may be completed independently or with assistance.
12. Operates a variety of large and small power and hand tools used in the maintenance and repair of buildings and structures; demonstrates proper use of tools and equipment.
13. May perform emergency maintenance work in the event of a natural disaster.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Three years in building, plumbing, painting, electrical, mechanical, or carpentry maintenance and repairs

### KNOWLEDGE OF:

- Building maintenance and repair procedures.
- Building codes associated with painting, electrical and mechanical equipment.
- General carpentry techniques and methods; drywall finishing techniques.
- Plumbing procedures including common uses of standard pipes, fittings, valves, and bathroom fixtures.
- Basic electrical knowledge of circuits and breakers.
- Safety procedures and precautions.

### ABILITY TO:

- Operate and maintain various power tools and hand tools involved with building maintenance and repair.
  - Understand and follow safety rules and procedures relating to common hazards associated with facility maintenance.
  - Communicate effectively both orally and in writing.
  - Establish and maintain cooperative working relationships.
  - Coordinate activities of other workers and oversee the work of subordinates.
  - Understand and follow oral and written instructions.
  - Read and write at a level necessary for successful job performance.
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**LICENSES:**

- Valid Class B CA drivers license and acceptable driving record.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

- May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

**DESIRABLE:**

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:**

**Job Family:** Parks and Maintenance - Facilities

**Career Progression:**

- Maintenance Worker
- Senior Facilities Maintenance Worker
- Facilities Maintenance Technician
- Senior Facilities Maintenance Technician
- Parks & Maintenance Specialist