



SENIOR FACILITIES MAINTENANCE TECHNICIAN

AGENCY/DEPARTMENT:

Public Works/Parks and Maintenance

Approved By HR Director: *SA*

Date Approved: *9/1/04*

Date of Last Revision:

Reports to: Parks & Maintenance Specialist

Supervises: N/A

Conflict of Interest Code Filer:

JOB SUMMARY: Under general supervision, performs maintenance tasks to repair the City's buildings and facilities involving plumbing, painting, electrical, mechanical, and carpentry; operates a variety of power equipment and hand tools; provides supervision to work crews in completing daily tasks; assists other maintenance personnel; and performs other related work as necessary.

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. Troubleshoots and performs electrical work related to all 100v, 120v, and 220v circuitry; assists in high voltage circuits above 220v.
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 partitions and surplus items.
6. Orders and picks up supplies and replacement parts.
7. Responds to emergency repair requests.
8. May fill in for Senior Electrician in their absence.
9. Maintains records, completes daily time sheets and vehicle inspection forms; reviews daily schedules and coordinates work assignments with crews; evaluates finished work for conformance and acceptability.
10. Coordinates the set up City buildings for special events.
11. May troubleshoot streetlight, building, or structure circuits.
12. May determine tools, materials and equipment needed for special projects.
13. 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.
14. May train other employees in the safe operation of equipment and tools.
15. May perform emergency maintenance work in the event of a natural disaster.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Four years in building, plumbing, painting, electrical, mechanical, or carpentry maintenance and repairs.

KNOWLEDGE OF:

- Building maintenance and repair procedures and 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.
- Electrical circuits and breakers.
- Safety precautions and procedures.

ABILITY TO:

- Operate various power tools such as drills, power saws, routers, airless sprayer, drill press, portable jigsaw, electric auger, amp probes, welding torches and arc welder.
- Perform repairs of equipment, plumbing, electrical fixtures and facilities.
- Install doors and locks.
- Operate and maintain all necessary equipment pertaining to assignment.
- Understand and follow safety rules and procedures relating to common hazards associated with facility maintenance.
- Follow written or verbal instructions.
- Establish and maintain effective working relationships.
- Communicate effectively both orally and in writing.

LICENSES:

- Valid Class B CA drivers license with appropriate endorsement to area of assignment 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:

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