



Career Service Authority  
Facility Maintenance Technician

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**GENERAL STATEMENT OF CLASS DUTIES**

Performs full performance journey level work in one skilled trades area and performs standard level work in a variety of semi-skilled trades areas for the purposes of construction, maintenance, and repair of City facilities and/or equipment.

**DISTINGUISHING CHARACTERISTICS**

The Facilities Maintenance Technician incumbent is typically training to receive a journey level license and/or certification in a particular trades area, which distinguishes this class from the trades classes, which are fully licensed; and is distinguished from the Maintenance Technician, who is just beginning a trades apprenticeship program.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

**The following list of essential duties are all incorporated within the Facility Maintenance Technician classification, but have been broken down into component areas for recruitment specific position identification.**

**Facility Maintenance Technician**

Performs journey level trades work in one area such as carpentry, tool machinery, locksmith, welding, cement finishing, glazing, and/or painting.

Performs semi-skilled trades work in a variety of areas such as welding, carpentry, masonry, mechanical maintenance, minor electrical, minor plumbing, minor heating and ventilating, and minor air conditioning and/or refrigeration.

Inspects facilities and equipment to identify construction, equipment and mechanical needs; and, maintains records and prepares reports, which includes estimating materials, labor, and equipment costs. Inventory includes: welding supplies,

Oversees and works on projects involving the construction, maintenance and repair of buildings and facilities.

Operates and maintains lightweight and heavy equipment/vehicles in connection with assigned duties and responsibilities.

Works from blue prints, sketches, plans, and designs in the installation, maintenance, and repair of machines, equipment, and facility structures.

Assists other trades workers in the repair, maintenance and servicing of equipment and facilities.

Observes all common safety practices.

By position, participates in snow removal.

Performs other related duties as assigned or requested.

**Welder**

Operates electric and gas welding equipment in the fabrication and repair of metal structures, equipment, and machinery.

Fabricates, repairs, modifies and installs various types of metal structures and equipment using standard welding practices and prepares surfaces for welding.

Lays out, heats, bends, cuts, welds, heliarc, and brazes ferrous or nonferrous metals.

Cuts metal with oxi-acetylene torch or plasma cutter.

### **Locksmith**

Installs, repairs, and maintains all types of locks and security systems, which includes modifying and opening locks.

Works with all types of locks, including electric exit, remote control devices, door locks, padlocks, elevator locks, emergency exit doors, and security lock systems as various levels of security.

Recodes locks with involve changing pins and tumblers to avoid a breach of security.

Maintains detailed records of coding locks and logging all work done on each lock; may utilize a computer to maintain key control information.

Formulates new lock systems for new and expanding departments.

Disassembles faulty locks using hand tools, replaces defective or worn parts, cleans and lubricates parts, reassembles, and tests locking devices.

### **Glazier**

Cuts, installs, and replaces all types of glass in public facilities, to include: single pane, double pane, and security glass.

Analyzes different types of glass and associated costs to meet special needs when fabricating replacement glass and designing special projects.

Applies sealant to prevent leakage and water damage.

Measures, determines size, and type of glass required, and places order.

Removes broken glass and ensures proper disposal.

Installs floor closures, surface mounted closures, and overhead concealed closures.

### **Machinist**

Machines parts in the fabrication, maintenance, and repair of metal parts for mechanical equipment and/or machinery.

Designs and fabricates parts for mechanical equipment, machinery, and heavy duty equipment working from blue prints, drawings, machine parts and specifications.

Sets up and operates a variety of machines such as lathes, precision grinders, and mills, to perform machining operations.

Performs standard shop computations relating to dimensions of work, tooling, speed, and feed of machining.

Inspects parts for any changes in dimensions utilizing rules, calipers, micrometers, or other appropriate tools.

Fabricates major repairs of mainframes, cross members, fifth wheel assembly, travel support legs, and springs which require welding broken structural parts with arc or gas welding equipment.

By position, fabricates parts for experimental apparatus or prototype equipment working from drawings and/or written instructions.

Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Mechanical** – Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

**Building and Construction** – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

**Carpentry/Woodworking** – Knowledge of materials, methods, and the appropriate tools to construct, installs, finish, or repair wooden objects or structures.

**Plumbing and Pipefitting** – Knowledge of materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures, including water, air, steam, gas, chemical, or sewage.

**Electrical** – Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.

**Painting** – Knowledge of materials, methods, and appropriate tools to apply paint and other protective coating materials on drywall, wood, metal, glass, and other surfaces.

**Tool Making** – Knowledge of materials, methods, and appropriate tools to make or repair metal parts, tools, gauges, models, patterns, and machines.

**Metal Processing and Metalworking** – Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

**Hazardous Materials** – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

**Vehicle Operation** – Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.

**Vehicle Maintenance** – Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Oral Communication** – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Lifting: Raising or lowering an object up to and over 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### ***Working Environment:***

Exposure to a variety of electromechanical hazards.

Exposure to hazardous conditions where there is danger to life, body, and/or health.

Subject to burns and cuts.

Subject to injury from moving parts of equipment.

Subject to many interruptions.

Works in precarious or high locations - ladders, scaffolding, etc.

Subject to hazards of flammable, explosive gases.

Subject to injury from moving parts of equipment.

Subject to many interruptions.

Subject to varying and unpredictable situations.

**Education Requirement:**

Graduation from high school, or possession of a GED Certificate.

**Experience Requirement:**

Completion of a trades apprenticeship program, or three years of experience as an apprentice.

**Education/Experience Equivalency:**

240 classroom hours of study related to a trade and two years of experience as a Maintenance Technician.

**Licensure and/or Certification:**

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

By position, requires a Colorado Commercial Driver's License CDL "B" with appropriate endorsements by the completion of probation.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Anderson Moore

**REVISED DATE:** 1/3/2010

**REVISED BY:** John Hoffman

**CLASS HISTORY** This class was revised, updated, and placed into the new class specification format. This classification also incorporates the class concepts of the Equipment Repair Technician, Maintenance Machinist, Glazier, and Locksmith.