



Career Service Authority
Maintenance Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs standard performance, semi-skilled trades work in a variety of trades areas for the construction, maintenance, and repair of City facilities and equipment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Maintenance Assistant, which is an entry-level class into the trades occupational arena, while the Maintenance Technician is in its third year of journey level work, working toward licensure and/or certification; and, is distinguished from the Facility Maintenance Technician, which has completed a trades apprenticeship program, and is awaiting licensure and/or certification.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

By position performs lead work.

ESSENTIAL DUTIES

Performs semi-skilled, unlicensed trades work on a regular basis in multiple trades areas including welding, carpentry, locksmith, glazing, tool machinery, masonry, mechanical maintenance, minor electrical, minor plumbing, minor heating and ventilating, minor refrigeration and air conditioning, and painting, etc.

Assists skilled trades workers in the construction, maintenance and repair of a variety of machinery, equipment, and facility systems and structures.

Performs maintenance, repair, and replacement of broken parts, such as toilets, faucets, electronics and hydraulics.

Installs and repairs floor tile, carpet, ceiling tile, window glass, insulation, dispensers, office furniture and related equipment.

Some positions inspect facilities and equipment to identify construction, maintenance and repair needs including estimating materials, labor, time and cost of repairs.

Cleans, adjusts, and lubricates engines, pumps, and compressors; and, replaces belts and filters.

May operate and maintain lightweight vehicles and equipment.

By position, utilize a computer for diagnosing system problems.

By position, prepares and maintains irrigation and sprinkler systems for seasonal use.

By position, participates in snow removal duties as assigned.

Performs other related duties as assigned or requested.

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 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:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.
Extreme Heat: temperature hot enough to cause marked bodily discomfort
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to hazardous chemicals.
Exposed to hazards from electro/mechanical/power equipment
Exposed to toxic chemicals
Subject to burns and cuts
Subject to electrical and radiant energy hazards
Subject to injury from moving parts of equipment.
Works in precarious or high locations (ladders, scaffolding, etc.)

Education Requirement:

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

Experience Requirement:

Two years of experience as a skilled trades helper or semi-skilled laborer performing a variety of duties requiring construction, mechanical and building maintenance skills.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

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, may require a valid Colorado Commercial Driver's License (CDL) "B" with appropriate endorsements prior to the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Unknown

REVISED DATE: 07/12/2009
08/01/1997

REVISED BY: John Hoffman
Anderson Moore

CLASS HISTORY 7/2009 - This class was revised, updated, and placed into the new class specification format.