



Office of Human Resources
Facility Maintenance Technician - CJ2523
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General Statement of Duties

Performs full performance general installation, fabrication, repair, or maintenance of city facilities or related equipment including collaborating with one or more skilled trades and may train or prepare for movement into journey level trades.

Distinguishing Characteristics

This class generally performs work across variety of trades areas but is not the expert in a particular trade nor are they required to perform journey-level work in a skilled trade area. Trade areas may include welding, machining, cement finishing, painting, carpentry, masonry, mechanical maintenance, minor electrical, minor plumbing, minor heating and ventilating, minor air conditioning, or minor refrigeration.

Employees in this class may be training to receive a journey level license and/or certification leading to a skilled trade, which distinguishes the Facility Maintenance Technician from other trades classes required to be fully licensed.

Essential Duties

Performs specialized installation, fabrication, repair, and maintenance of construction or facilities work at city facilities and facilities equipment.

Diagnose, troubleshoot, test, and repair facility equipment failures. Supports large or complex facilities, or multiple facilities. Addresses maintenance related incidents of a severe nature. Troubleshoots and addresses high priority or complex repairs and maintenance

Examine and test machinery, equipment, components, and parts for defects to ensure proper functioning. Inspects facilities and equipment to identify construction, equipment, and mechanical needs; maintains records and prepares reports, which includes estimating materials, labor, and equipment costs.

Perform routine maintenance, such as inspecting gauges, drives, motors, or belts, checking fluid levels, replacing filters, or doing other preventive maintenance actions.

Coordinates work tasks or activities on projects involving the construction, maintenance, and repair of buildings and facilities.

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

Uses schematics, blueprints, sketches, or oral instructions to sketch, plan, and design the installation, maintenance, and repair of machines, equipment, and facility structures.

Collaborates with other trades workers in the repair, maintenance and servicing of equipment and facilities, which may include journey-level electrician, plumber, HVAC, or similar construction trades specialties. Trains or prepares for entry to a journey level skilled trades area.

Observes all common safety practices. Ensures work areas are cleaned.

By position, trains lower level technical or labor positions or new staff.

By position, may be required to be on-call to address emergent needs.

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

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

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

Knowledge of materials, methods, and the tools to construct objects, structures, and buildings.

Knowledge of materials, methods, and the tools to construct, install, finish, or repair wooden objects or structures.

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

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

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

Knowledge of materials, methods, and tools to make or repair metal parts, tools, gauges, models, patterns, and machines.

Knowledge of materials, methods, and tools to process, treat, form, or shape metal.

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

Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.

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

Ability to read and understand electrical blueprints and schematics.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

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

Experience Requirement

Three (3) years of experience performing a variety of duties in construction, mechanical, or facility maintenance.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, additional licenses or certifications that are legally required to perform a specific position's duties and responsibilities may be required at the time of application or by the end of probation depending on the staffing needs of the hiring department or agency.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to extreme temperature changes

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort
 Potential exposure to hot and humid work environment
 Potential exposure to humid conditions with high moisture content to cause bodily reactions
 Potential exposure to infections and contagious diseases
 Potential exposure to odorous chemicals
 Potential exposure to the risk of blood borne diseases.
 Potential exposure to temperature changes: variations in temperature from hot too cold
 Potential exposure to toxic chemicals
 Handles emergency or crisis situations
 Noise sufficient to cause distraction or possible hearing loss
 Personal Safety: aware of surroundings, people, and events
 Pressure due to multiple calls and inquiries
 Subject to electrical and radiant energy hazards
 Subject to hazards of flammable or explosive gases
 Subject to injury from moving parts of equipment or vehicles
 Subject to precarious or high locations
 Subject to pressure for multiple calls, inquiries, and interruptions
 Subject to varying and unpredictable situations
 Subject to vibrations and strain on the body to cause bodily harm if endured daily
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.
 Color vision: Ability to distinguish and identify different colors.
 Crawling: Moving about in a low or crouched position.
 Crouching: Positioning body downward and forward.
 Depth Perception: Ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
 Field of Vision: Ability to sharply detect or perceive objects peripherally.
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
 Fingering: Picking and pinching, through use of fingers or otherwise.
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
 Hazards: Conditions where there is danger to life, body and/or health.
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
 Hearing: Perceiving and comprehending the nature and direction of sounds.
 Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-13

FLSA Code: N

Established Date: 7/4/2021

Established By: BM

Revised Date:

Revised By:

Class History: