



APRIL 2016
FLSA: NON-EXEMPT

FACILITIES MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled technical building maintenance, repair, prevention, and installation tasks involving carpentry, plumbing, mechanical and electrical trades to improve, maintain and renovate District buildings and facilities; oversees facilities maintenance contract services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Superintendent. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a single-position class that is specialized in building trades, including carpentry, plumbing, electrical, and mechanical work. Incumbents are responsible for performing maintenance and alterations on District buildings and facilities, HVAC, and other electrical and mechanical systems; identifying and evaluating construction-related problems; and performing installation and repairs at all District facilities. Incumbents in this class administer various facilities maintenance contracts related to landscaping, facilities maintenance, and janitorial services. This class is distinguished from the Maintenance Superintendent in that the latter is a first supervisory-level class and responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the Maintenance Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Troubleshoots and performs maintenance and alterations on District buildings and facilities, electrical systems, HVAC systems, plumbing lines, including lighting, doors, windows, paint, wood work, landscapes, etc.; identifies and evaluates construction-related problems; repairs and/or renovates structures.
- Performs a variety of carpentry and building maintenance tasks for District facilities; reads prints; assists in creating specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Performs and schedules preventive maintenance on facilities such as installing locks, lights, motors, filtration systems, air conditioning systems, and ventilation systems.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial; communicates status of projects to appropriate personnel in other District departments and divisions as necessary.
- Inspects structures; recommends special work required or necessary facility maintenance.
- Researches and initiates purchase requisitions for materials and contract services; obtains estimates for required services and materials as directed; evaluates vendors.

- Administers landscaping, janitorial, elevator services, and maintenance contracts with outside vendors; ensures compliance with contractual specifications.
- Maintains accurate work records and documents including purchase orders, bid documentation, contracts, insurance records, proposals, and other required documentation; prepares written reports and work project analyses as required.
- Coordinates work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress, evaluates the quality of work, and resolves issues; inspects work upon completion.
- Participates in facilities maintenance budget preparation; prepares cost estimates; submits justifications for budget items; monitors and tracks program expenditures.
- Trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, painting, masonry, mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Applicable federal, state and local laws, ordinances, codes, regulations, and guidelines relevant to assigned duties.
- Basic principles, techniques, and methods of landscape design, construction, and installations, and practices, methods, equipment, tools, and materials used in landscape maintenance work.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Principles and practices of project management and evaluation, including goal setting, the development of objectives, work planning and organization, budgeting, purchasing, and contract/contractor management.
- Modern office practices, methods, and computer equipment and computer applications.
- Records management principles and practices.
- Basic budgetary principles and practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of District buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
- Read and understand prints, construction drawings, and schematics.
- Coordinate work assignments with other departments.

- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor; secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Work with contractors on District approved projects.
- Maintain records and preparing work and time reports in building and facility maintenance areas.
- Examine plans, specifications, designs, and cost estimates for a variety of landscape projects.
- Administer contracts for professional services in a public agency setting; oversee, schedule, assign, review, and evaluate the work of contractors.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Develop cost estimates for staff, supplies, and materials.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to completion of the twelfth (12th) grade and four (4) years of progressively responsible experience involving general facilities maintenance, preventative maintenance or project management, all of which include the oversight of contract services. Experience with the public agency bidding process is highly desired. Technical or apprenticeship training desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- At least one of the following certifications is required:
 - Possession of a Section 608 Technician Type II Certificate approved by the U.S. Environmental Protection Agency (EPA) for refrigerant recovery.
 - Building Operator Certification issued by the Northwest Energy Efficiency Council.
 - Qualified Applicators License (QAL) issued by the State of California Department of Pesticides Regulation

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking of long distances in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.