Office of Human Resources
Facility Maintenance Technician – CJ2523

**General Statement of Duties**
Performs full performance journey level work in one trades area and performs standard level work in a variety of trades in the construction, maintenance, and repair of City facilities and/or equipment, not requiring a trades license.

**Distinguishing Characteristics**
This class performs full performance journey level work in one trades area and performs standard level work in a variety of trades areas, not requiring a trades license. Employees may be training to receive a journey level license and/or certification leading to a particular trade, which distinguishes the Facility Maintenance Technician from other trades classes and who are required to be fully licensed. This class is distinguished from the Maintenance Technician, who performs standard level, semi-skilled work in a variety of trades areas for the construction, maintenance, and repair of City Facilities and equipment.

**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 & 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 Communication & 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**
Performs journey level trades work in one trades area as well as performs standard level trades work in a variety of other trades areas, including welding, machining, cement finishing, painting, carpentry, masonry, mechanical maintenance, minor electrical, minor plumbing, minor heating and ventilating, 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.

Works 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 blueprints to sketch, plan, and design 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.

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.

<table>
<thead>
<tr>
<th>Competencies</th>
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<tbody>
<tr>
<td>Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Technical Competence – Uses knowledge that is acquired though 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.</td>
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<tr>
<td>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.</td>
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<thead>
<tr>
<th>Knowledge &amp; Skills</th>
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<tr>
<td>Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.</td>
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<tr>
<td>Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.</td>
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<tr>
<td>Knowledge of materials, methods, and the appropriate tools to construct, installs, finish, or repair wooden objects or structures.</td>
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</table>
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.

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

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

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

Knowledge of materials, methods, and appropriate 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.

**Education Requirement**

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

**Experience Requirement**

Completion of a trades apprenticeship program, or three (3) years of experience as an apprentice or two (2) years of experience as a Maintenance Technician.

**Education & Experience Equivalency**

None

**Licensure & Certification**

By position, 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: bends, stretches, twists, or reaches out with the body, arms or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Hazards: conditions where there is danger to life, body and/or health.
Hearing/Talking: hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing: exerting force upon an object so that it is moving from the person.
Reaching: extending the hand(s) and arms(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
Standing: remaining on one’s feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot on uneven surfaces.
Walking: moving about on foot.
Written Comprehension.

<table>
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<tr>
<th><strong>Background Check Requirement</strong></th>
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<tbody>
<tr>
<td>Criminal Check</td>
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<tr>
<td>Employment Verification</td>
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<tr>
<td>By position, Motor Vehicle Record</td>
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<td>Education Verification</td>
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**Assessment Requirement**

None

**Probation Period**

Six (6) months.
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<tr>
<th>Class Detail</th>
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<tbody>
<tr>
<td>Pay Grade: J-616</td>
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<tr>
<td>FLSA Code: N</td>
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<tr>
<td>Management Level: 10</td>
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<tr>
<td>Established Date: 9/21/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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<tr>
<td>Revised Date: 8/05/2019</td>
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<tr>
<td>Revised By: Ryland Feno</td>
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<tr>
<td>Class History:</td>
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<tr>
<td>8/05/19 - Updated experience requirement.</td>
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