



Office of Human Resources
Facility Maintenance Technician - CJ2523
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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.

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.

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

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.

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 appropriate tools to construct objects, structures, and buildings.

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

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 years of experience as an apprentice.

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).

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

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.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-618
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: