Office of Human Resources

Maintenance Technician – CJ2552

General Statement of 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 form 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 for 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 & 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 Communication & 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.

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

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

By position, operates 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.

### 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 to make recommendations.

**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.

### 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, installs, 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.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

**Education Requirement**

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

**Experience Requirement**

Two (2) years of experience as a skilled trades helper or semi-skilled laborer performing a variety of duties requiring construction, mechanical, or facility maintenance skills.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

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**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.

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.

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<tr>
<th>Level of Physical Demand</th>
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<td>3-Medium (20-50 lbs.)</td>
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<td>(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):</td>
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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 away from 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
Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: J-613
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 07/17/2019
Revised By: Alena Duran
Class History:
6/11/19 - Updated working environment verbiage.
7/17/19 – Added education equivalency statement.