



Office of Human Resources  
Maintenance Technician - CJ2552  
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### 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 from 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 from the Facility Maintenance Technician, which has completed a trades apprenticeship program, and is awaiting licensure and/or certification.

### 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.

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 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, 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.

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.

### 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 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-615

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**