



January 2019
Class Code: A-43
FLSA: Non-Exempt

FACILITIES MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of semi-skilled tasks in building maintenance, preventive maintenance, and repair of District building and facilities in the trade areas of carpentry, plumbing, electrical, masonry and automotive repair; performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Operations. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of semi-skilled maintenance duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. 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.

- Performs a variety of tasks in the maintenance, repair, and minor construction work at District facilities.
- Collects trash and recycling in District facilities; cleans and stocks all restrooms with soap, paper products, etc.; cleans, dusts, and vacuums furniture, floors and equipment in boardroom and other locations; sweeps and mops floors using various cleaning agents; cleans the kitchen/breakroom area.
- Performs minor carpentry, plumbing, electrical, and painting of facilities; performs repair/replacement of construction of framing for doors, walls, and floors.
- Responds to District emergencies including roof leaks, restroom overflows, etc.
- Performs preventative maintenance on dwellings by performing a physical inspection of all necessary carpentry and painting needs; repairs broken tiles; installs carpet, shelving, etc.
- Assists in the care and maintenance of plumbing systems and fixtures including water, sewer, and gas lines, faucets, sinks, toilets, water heaters, valves, and drains.
- Performs minor repair/maintenance of a variety of electrical and lighting systems such as outlets, lines, switches, conduits, circuit breakers, fountain and pump systems and related electrical equipment.

- As assigned, assists Fleet Maintenance staff with automotive repairs including lube and oil changes, tire repairs and rotation, and brake repairs.
- Performs landscape maintenance work including gardening, sprinkler repair, etc.
- Sets up room, moves and arranges furniture and equipment for classes, meetings, conferences and other functions; purchases supplies as needed.
- Cleans fleet maintenance facilities and equipment as needed; stripes parking lot spaces at District facilities.
- Maintains inventory of equipment and supplies.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facility and equipment.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- Principles and techniques of plumbing using galvanized, copper, and PVC pipe.
- Principles, methods, materials, tools, and equipment used in concrete work, surface patching, and brick and masonry repair.
- Methods, materials, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, and custodial tools and equipment.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of electrical, plumbing, carpentry, and related building trades.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematical skills.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of semi-skilled tasks in the maintenance and repair of District buildings and related facilities.
- Operate a variety of hand and power tools used in custodial, carpentry, electrical, masonry, painting, and plumbing work.
- Clean and care for assigned areas and equipment.
- Assist with fleet maintenance repairs.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 two (2) years of experience performing semi-skilled tasks in one or more of the major building trades.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in District buildings and facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in District building and facilities; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.