

SENIOR FACILITIES MAINTENANCE TECHNICIAN

AGENCY/DEPARTMENT: Public Works/Parks and Maintenance

Reports to: Parks & Maintenance Specialist Supervises: N/A

Conflict of Interest Code Filer:

Approved By HR Director:
Date Approved:

JOB SUMMARY: Under general supervision, performs maintenance tasks to repair the City's buildings and facilities involving plumbing, painting, electrical, mechanical, and carpentry; operates a variety of power equipment and hand tools; provides supervision to work crews in completing daily tasks; assists other maintenance personnel; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Performs maintenance and repair of buildings, structures and streetlights; removes graffiti as needed.
- 2. Repairs and installs door locks; adjusts or replaces door closures.
- 3. Troubleshoots and performs electrical work related to all 100v, 120v, and 220v circuitry; assists in high voltage circuits above 220v.
- 4. Assists in street light removal and installation of new street lights; locates street light circuits.
- 5. Assists in the removal of larger furniture, work area division partitions and surplus items.
- 6. Orders and picks up supplies and replacement parts.
- 7. Responds to emergency repair requests.
- 8. May fill in for Senior Electrician in their absence.
- 9. Maintains records, completes daily time sheets and vehicle inspection forms; reviews daily schedules and coordinates work assignments with crews; evaluates finished work for conformance and acceptability.
- 10. Coordinates the set up City buildings for special events.
- 11. May troubleshoot streetlight, building, or structure circuits.
- 12. May determine tools, materials and equipment needed for special projects.
- 13. Operates a variety of large and small power and hand tools used in the maintenance and repair of buildings and structures; demonstrates proper use of tools and equipment.
- 14. May train other employees in the safe operation of equipment and tools.
- 15. May perform emergency maintenance work in the event of a natural disaster.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Four years in building, plumbing, painting, electrical, mechanical, or carpentry maintenance and repairs.

KNOWLEDGE OF:

- > Building maintenance and repair procedures and building codes associated with painting, electrical, and mechanical equipment.
- > General carpentry techniques and methods.
- Drywall finishing techniques.

- > Plumbing procedures including common uses of standard pipes, fittings, valves, and bathroom fixtures.
- > Electrical circuits and breakers.
- > Safety precautions and procedures.

ABILITY TO:

- > Operate various power tools such as drills, power saws, routers, airless sprayer, drill press, portable jigsaw, electric auger, amp probes, welding torches and arc welder.
- Perform repairs of equipment, plumbing, electrical fixtures and facilities.
- Install doors and locks.
- Operate and maintain all necessary equipment pertaining to assignment.
- ➤ Understand and follow safety rules and procedures relating to common hazards associated with facility maintenance.
- > Follow written or verbal instructions.
- > Establish and maintain effective working relationships.
- > Communicate effectively both orally and in writing.

LICENSES:

➤ Valid Class B CA drivers license with appropriate endorsement to area of assignment and acceptable driving record.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant:

Job Family: Parks and Maintenance - Facilities
Career Progression: Maintenance Worker

Senior Facilities Maintenance Worker Facilities Maintenance Technician Senior Facilities Maintenance Technician Parks & Maintenance Specialist

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