CLASS SUMMARY:

The Facilities Technician is responsible for performing routine and defined maintenance, repair, and cleaning duties for City facilities, ensuring reliable operations of and maintaining facilities, grounds, arenas, and equipment. Responsibilities may include: operating a boiler; painting; performing minor plumbing repairs; assisting with HVAC maintenance; performing preventative and routine maintenance of facility systems; monitoring the installation, repair, and replacement of equipment parts, HVAC, water, gas, electrical, and plumbing systems; monitoring inventory and equipment supplies. Performing maintenance and repair of furniture and equipment, as well as maintaining other parts of the buildings, grounds, and arenas.

Scope of Impact:
The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:
This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Performs routine and defined building maintenance and repair work; work may involve operating a boiler; conducting inspections of facility systems and equipment; and installing, repairing, and/or replacing equipment parts, and HVAC, water, gas, electrical, and plumbing systems
o Performs wall repairs, basic painting duties, and minor plumbing repair work; work may also involve replacing light bulbs, ballasts, and fixtures; maintaining and moving furniture and equipment; and maintaining grounds, including performing snow removal and salting duties;

o Maintains assigned facility areas, including buildings, grounds, arenas, and/or galleries; work may involve maintaining ice levels, monitoring compressors, batteries, and other equipment; cleaning boards; fixing nets; gathering materials and equipment; moving furniture and equipment; shoveling/clearing gravel or snow from sidewalks; maintaining lawns; trimming bushes; and performing other related activities

o Monitors and maintains a variety of cleaning and/or maintenance equipment and supply inventory by ordering supplies, or making purchase recommendations;

o Performs routine preventive and general building maintenance activities, including changing light bulbs and ballasts, performing minor mechanical and plumbing repairs, and changing air filters

o Performs customer service duties in assigned area of operation, and coordinates with internal departments and external agencies; work may involve attending to customer requests regarding performing skilled maintenance and repair work, and setting up and/or tearing down equipment and furniture

o May serve as the lead worker to part-time employees or volunteers, to include prioritizing and assigning work related to performing skilled preventative and maintenance work

o Performs other duties of a similar nature or level.

FUNCTIONAL: SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

• Positions in the Public Works Department (Building Maintenance) may be responsible for
  o Performing scheduled and unscheduled maintenance and repair on all City-owned buildings.
  o Responding to requests and complaints from building occupants and/or the general public.

• Positions in the Public Works Department (Pavilion) may be responsible for
  o Maintaining facilities, such as arenas.
  o Leading part-time employees and guest attendants.
ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Maintenance and repair practices and procedures;
- Applicable Federal, State, and local laws, rules, and regulations;
- Chemicals and chemical mixtures;
- Safety and security procedures;
- Applicable equipment and tools;
- Customer service principles;
- Monitoring and work assignment principles;
- Inventory maintenance principles;
- Basic mathematical concepts;
- Recordkeeping principles;
- Basic construction procedures.

Skills

- Providing customer service;
- Utilizing a variety of hand and/or power tools;
- Monitoring and assigning work;
- Maintaining and repairing specialized equipment;
- Understanding and carrying out written and oral instructions;
- Maintaining records;
- Performing manual labor;
- Operating a variety of hand and power tools;
- Prioritizing and assigning work;
- Operating and maintaining equipment;
- Using a computer and related software applications;
- Identifying situations that require attention;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:
High School diploma or G.E.D; 4 years facility maintenance or related experience; or an equivalent combination of education and experience

LICENSING REQUIREMENTS:
Second Class C Boiler Engineer’s License (within 6 months of hire)

Physical Requirements:
Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Working Conditions:
Incumbents may be exposed to hazardous physical conditions, such as, mechanical parts, electrical currents, and vibrations; atmospheric conditions, such as fumes, odors, gases, and poor ventilation; hazardous materials, such as chemicals, blood, and other bodily fluids; extreme temperatures; inadequate lighting; work space-related movement restrictions; intense noise; and other environmental conditions, such as, challenging behaviors, imminent danger, and threatening environments; incumbents may also be expected to travel

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.