

Building Maintenance Technician

DEFINITION

Learns and performs routine, semi-skilled and skilled work in the maintenance of City facilities and buildings, grounds and some associated stationary equipment; performs related work as assigned. Performs a variety of duties in the maintenance of facilities and planted areas.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Housing Development and Building Maintenance Supervisor

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms.

Keeps landscaped areas in a clean and orderly condition; empties trash cans; blows or sweeps sidewalks.

Uses a gas operated weed eater.

Performs semi-skilled to skilled building repair, such as repairing and replacing door locks, switches, light fixtures, cleaning and replacing filters, and performing preventative maintenance on pumps, motors, and valves.

Frames, sheetrock's, tapes, textures and paints; may perform carpentry to install cabinets or repair shelves and furniture.

Installs and replaces faucets, sinks, and toilets.

Moves office furniture and other heavy items.

Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary; attends safety meetings; corrects or reports safety hazards; installs warning signs and safety devices.

Operates and maintains a variety of hand and power tools and equipment related to work assignment; performs adjustments and minor maintenance to such tools and equipment.

Maintains work areas in a clean and orderly condition; removes trash and debris and secures equipment at the end of the workday.

Responds to questions and complaints from the public; explains City policies and

procedures to the public; works in a non-disruptive manner in areas receiving heavy public use.

Maintains basic records of work performed.

May participate in special maintenance projects.

May direct the work of temporary staff performing unskilled tasks.

Responds to emergency situations in off-hours as required.

May be required to drive a personal or City motor vehicle.

MINIMUM QUALIFICATIONS:

Knowledge of:

Building Maintenance Technician:

Basic principles and practices of maintenance and repair activities such as found in grounds and facilities work.

Use and maintenance of basic hand and power tools related to the assigned work area.
Shop mathematics.

Record keeping principles and practices.

Basic safety principles, practices and equipment related to the work.

Techniques, methods and materials related to the maintenance of a variety of landscaped areas.

Techniques, methods and materials required for skilled facility maintenance and repair.

Use and maintenance of a variety of hand and power tools related to the work.
Plan and map reading.

Ability to:

Building Maintenance Technician:

Learning and performing a variety of routine to semi-skilled landscape and facilities maintenance work.

Using, adjusting and performing minor maintenance on a variety of hand and power tools and equipment.

Performing heavy physical labor in a safe manner.

Safely using and maintaining hand and power tools related to the work.

Making accurate arithmetic calculations.

Maintaining accurate logs and records of work performed.

Understanding and following oral and written directions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Using initiative and independent judgment within established procedural guidelines.

Securing and barricading traffic or pedestrian flow at job sites and using appropriate safety equipment.

Recognizing unusual, inefficient, hazardous or problem activities and taking appropriate action.

Directing the work of unskilled workers.

EDUCATION:

High school Diploma or GED and one year of experience in performing any combination of facilities and/or grounds maintenance or repair work, which will have provided the basic knowledge and skills.

ADDITIONAL REQUIREMENTS:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move objects weighing up to 50 pounds; use hands to finger, handle, feel or operate objects, tools or controls. Must be able to maintain effective audio-visual

discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and various tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.