

BUILDING MAINTENANCE TECHNICIAN I
BUILDING MAINTENANCE TECHNICIAN II

DEFINITION

To perform maintenance, inspection, troubleshooting, repair, upgrades, assembling, semi-skilled construction and installations at City buildings, facilities, and offices and their related furnishings and fixtures; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Building Maintenance Technician I - This is the entry level class in the technical Building Maintenance Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Building Maintenance Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Maintenance Technician II - This is the journey level class in the technical Building Maintenance Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Building Maintenance Technician I

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Building Maintenance Technician II

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of maintenance, inspection, troubleshooting and repair duties at City buildings, facilities, and offices and to their related furnishings and fixtures.

Perform semi-skilled construction, carpentry, assembly, repair, and maintenance work on City buildings and facilities including installation, design and lay out; repair routine wear or damage to City facilities.

Troubleshoot and locate problems; perform necessary repair on malfunctioning equipment and fixtures.

Perform general plumbing maintenance and installation tasks; install and repair valves, faucets, pipes, drinking fountains, toilets and clear clogs.

Repair electrical switches, outlets, light ballasts, light fixtures and thermostats; replace florescent and incandescent lamps and clean lighting fixtures and reflectors.

Perform masonry, painting and other mechanical tasks as required; assist with moving, repair and replacement of office furniture and fixtures.

Perform building maintenance and custodial duties; remove trash, clean windows and carpets and floors, perform grounds maintenance and perform heavy manual labor as needed.

Perform routine inspections and testing of various systems including OSHA inspections, general safety inspections, AED (automated external defibrillators) inspections, fire extinguisher inspections and recharges, silent and fire alarms and assist fire sprinkler inspections.

Assist with service contracts such as HVAC (Heating, Ventilation and Air Conditioning), janitorial, alarm monitoring, elevator, fire sprinklers, fire extinguishers, and others; order and stock paper and other janitorial and maintenance supplies; assist with planning and estimating costs for modifications or replacement systems; prepare regular written status reports as to the condition of various City facilities and other reports and records as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Building Maintenance Technician I

Knowledge of:

Methods and procedures related to modern building construction materials, tools and procedures used in the building and construction trades.

General working knowledge and understanding of techniques, methods and procedures common to maintenance crafts.

Principles and practices of making general installations and repairs related to plumbing, masonry, painting, mechanical and related trades.

Methods and procedures of general maintenance work safety.

Ability to:

Safely perform a variety of maintenance, inspection, troubleshooting and repair duties at City buildings, facilities, and offices and to their related furnishings and fixtures.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem equipment; identify and locate maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain maintenance issues to other staff.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Learn safety requirements.

Skillfully and safely use various hand and power tools of a variety of building trades.

Climb ladders and work at heights.

Learn new methods or techniques of maintenance and repair work.

Perform a variety of tasks that relate to custodial, maintenance, carpentry, electrical, plumbing, masonry, electrical, plumbing, masonry, mechanical and painting projects.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some basic carpentry and electrical and plumbing repair and troubleshooting experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Building Maintenance Technician II

In addition to the qualifications for the Building Maintenance Technician I:

Knowledge of:

Techniques, methods and procedures common to maintenance crafts sufficient to complete tasks without continuous supervision.

Methods and procedures to dispose of hazardous materials and waste safely.

State requirements and methods and procedures of general maintenance work safety.

The functioning and troubleshooting of HVAC equipment and systems; standard electrical practices, and the repair and installation of light fixtures, plugs, switches and related items.

Inspection and testing requirements and techniques for a variety of safety equipment and systems including fire extinguishers, AED's, alarms and related equipment and systems.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Estimate costs, labor, time and materials and keep accurate records.

Interpret and apply Building Codes as required.

Develop, interpret, and work from technical sketches, blueprints, and plans.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible experience similar to Building Maintenance Technician I with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade.

Additional training in public facilities maintenance and operations, construction technology or other specialty relevant to the area of assignment is highly desirable.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for

disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.