

CITY OF MILWAUKIE

CLASSIFICATION: FACILITIES MAINTENANCE TECHNICIAN

Department: Public Works
Location: Johnson Creek Blvd (Facilities)

Grade Number: 8 (58)
Union: AFSCME

FLSA: Non exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a wide variety of skilled work in the preventative maintenance and repairs on City facilities and grounds. Keeps City facilities in clean, maintained, orderly working condition. Monitors the facilities and advises supervisor of maintenance and repairs needed. This person may also serve as the project coordinator by seeking bids, determining appropriate contractor and monitoring the performance of the work. Works under the direction of the leader worker, the Facilities Maintenance Coordinator.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitors and adjusts mechanical, electrical, heating and ventilation systems, and alarm systems on a regular basis.
2. Schedules, performs or oversees the performance of preventative maintenance of building systems, including HVAC and alarm systems.
3. Maintains records of repair and maintenance activities, parts used, supplies, and related inventories.
4. Makes routine checks and inspections of equipment and facilities; reports problems to Facilities Maintenance Coordinator.
5. Performs routine maintenance and repairs to facilities and grounds including some routine custodial duties.
6. Performs carpentry duties in the repair and remodel to facilities and completes punch list.
7. Purchases supplies, equipment and materials.
8. Responds to and troubleshoots security system malfunctions both during work hours and for after hour call outs.
9. Seeks bids, makes recommendation on contractor, and oversees repairs to ensure compliance with the specifications for the project.
10. Performs routine plumbing including fixing clogged sinks, toilets and drains.
11. Coordinates temporary power requirements and for special events.
12. Assist the public, public officials and other employees in a friendly and courteous manner.
13. Compiles data for a variety of narrative and statistical reports; analyzes data; makes recommendations based on findings; and may prepare reports.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Contributes to a positive team atmosphere.
16. Has regular and punctual attendance.
17. Performs assigned duties during an emergency situation.
18. Performs other duties as required.

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JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Two (2) years of prior work experience in related field such as building maintenance or construction.
- ii) High School diploma or GED is required.

2. Necessary Knowledge, Skills and Abilities

a) Knowledge of:

- i) Methods, techniques, materials and equipment related to all aspects of building operations and maintenance.
- ii) Maintenance and repair methods and procedures for computerized HVAC, plumbing, electrical and security systems and equipment.
- iii) Tools and equipment used in building maintenance, reconstruction, repair and trouble shooting work.
- iv) Construction methods and materials.
- v) City policies, procedures, regulations, and codes related to facility maintenance and repair.
- vi) Safety standards, practices and procedures applicable to area of assignment.
- vii) The practices, methods, materials and tools used in equipment maintenance.
- viii) Office practices, computer software programs, and data entry.

b) Skill to:

- i) Operate listed tools and equipment.
- ii) Perform the assigned duties of the position
- iii) Operate office equipment and a variety of word processing and software applications.

c) Ability to:

- i) Use tools and equipment used in building maintenance, reconstruction and repair work.
- ii) Drive pick up truck and trailers.
- iii) Read and understand schematics, drawing and blueprints.
- iv) Identify building maintenance needs and take corrective action.
- v) To work independently in the absence of supervisor.
- vi) Understand, analyze and interpret technical specifications.
- vii) Perform maintenance and repair methods and procedures for computerized HVAC, plumbing, electrical, and security systems and equipment.
- viii) Apply Federal, State, and local policies, procedures, laws and regulations.
- ix) Respond to emergencies on a twenty four (24) hour basis.
- x) Maintain confidentiality of data when appropriate.
- xi) Communicate effectively.
- xii) Establish and maintain positive working relationships.
- xiii) Work as a team member and cultivate a team climate.
- xiv) To use computers for tracking data and preparing reports.

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- xv) Perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License and maintain a valid license with proper endorsements.
- b) Must be able to successfully pass the background checks and screening requirements of the City.
- c) Must possess at time of hire, or obtain within two (2) years from time of hire a Building Operators, level I certification. Must enroll in the class within one (1) year from date of hire.

4. Tools and Equipment Used:

- a) A variety of hand tools and power tools such as drills, saws air compressors, gauges and various carpentry and landscaping tools and electronic testing equipment used in performing maintenance and repair tasks.
- b) Pick up trucks and trailers.
- c) Electronic vehicle diagnostic equipment.
- d) Personal computer, fax and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones, calculator, phones; mobile and portable radio.

5. Supervision:

- a) Works under the direction of the lead worker, Facilities Maintenance Coordinator.
- b) This is not a supervisory position. May direct the work of temporary employees.

6. Work Environment:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- a) Work is performed outdoors in all City buildings and outside on various City properties.
- b) Strenuous physical exertion may be required.
- c) Required to lift up to 50 pounds regularly and more on occasion.
- d) May be required to work at heights in excess of 20 feet.
- e) Hazards include work on and around heavy construction equipment and may include, exposure to toxic elements and other hazardous materials.
- f) Regular hours of work are 7:00 a.m. to 3:30 p.m.; however, may be called out at any hour to respond to emergency situation.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: June 20, 2008