



June 2008

## **BUILDING MAINTENANCE TECHNICIAN II**

### **DEFINITION**

Under general supervision, performs a wide variety of technical maintenance, repair, installation, alteration, and construction of City facilities involving carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work to improve, maintain, and renovate City buildings and facilities, and fixtures; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facilities Supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the building maintenance class series that performs technical maintenance duties at City buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for City and public use. Incumbents are responsible for performing maintenance and alterations on City buildings and facilities, HVAC, and other electrical and mechanical systems; identifying and evaluating construction-related problems; and performing installation and repairs on plumbing systems. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Building Maintenance Technician in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Maintains and repairs City facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, plumbing, heating and air conditioning, and mechanical repair work.
- Adjusts, repairs, inspects, tests, calibrates, troubleshoots, maintains, and services heating, ventilation, and air conditioning (HVAC) equipment; checks computerized HVAC controls systems to ensure proper functioning of all HVAC units and systems.
- Diagnoses problems in the distribution of air to individual rooms and buildings; makes necessary adjustments to improve ventilation and circulation.
- Repairs and replaces plumbing fixtures, including sinks, toilets, faucets, and pipes; clears obstructions from water and sewer lines.
- Performs journey-level carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Operates a variety of light equipment, such as trucks, boom trucks, scissor lifts, and forklifts.

- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and testing instruments, such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance, as well as electrical, air, water, and natural gas testing equipment, thermometers, voltmeters, ohmmeters, and pressure and vacuum gauges to locate and diagnose malfunctions of assigned systems and equipment.
- Performs electrical repair, installation, and troubleshooting of faulty outlets, light ballasts, switches, light fixtures, and transformers.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Performs the full range of masonry duties; installs and repairs drywall.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Provides locksmith duties for City facilities, including checking and repairing door locks, paddle locks, and panic hardware, and providing re-keying services.
- Maintains accurate records; orders supplies, parts, and materials; picks up parts as necessary.
- Maintains an inventory of custodial supplies and ensures adequacy of supplies in each location; performs custodial duties as required.
- Reads and interprets technical manuals, sketches, diagrams, and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Monitors contractors working in and around buildings and facilities to ensure the work is appropriately performed to City standards.
- Replaces and hangs fire extinguishers as required; tests and programs fire alarms.
- Sets up rooms and equipment for classes, expos, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Responds to customer complaints and inquiries regarding facilities and buildings.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, methods, equipment, tools, and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic arithmetic related to mechanical, electrical, and electronic components.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of City buildings and facilities.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of light equipment and power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Practice safe work habits; train others in proper and safe work procedures.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- Operate a motor vehicle safely.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two (2) years of skilled building maintenance or construction work.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around City buildings and facilities; to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.