



June 2008

BUILDING MAINTENANCE TECHNICIAN I

DEFINITION

Under direct supervision, learns and performs a wide variety of unskilled and semi-skilled building maintenance, repair, and installation tasks involving basic carpentry, plumbing, painting, and custodial work to improve, maintain, and renovate City buildings and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Facilities Supervisor. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the building maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Building Maintenance Technician II in that the latter performs more complex work that requires additional advanced experience, knowledge, and skills.

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.

- Assists in performing maintenance and alterations on City buildings and facilities, including minor carpentry and plumbing tasks as required.
- Paints buildings, fixtures, and furniture as required.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures; identifies and reports problems requiring electrical services.
- Sets up rooms and equipment for classes, expos, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, stripping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.
- Maintains an inventory of custodial supplies and ensures adequacy of supplies in each location.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic practices, methods, equipment, tools, and materials used in maintaining and repairing buildings and facilities, including carpentry, plumbing, and painting 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 shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Learn to perform a variety of technical tasks in the construction, maintenance, renovation, and repair of City buildings and facilities.
- Learn to perform semi-skilled work in carpentry, plumbing, and painting.
- Perform duties in a manner to maximize public safety in the area of building maintenance and construction.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Make accurate arithmetic calculations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- 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, procedural, and legal guidelines.
- 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 the completion of the twelfth (12th) grade and one (1) year of experience in building maintenance or construction work.

Licenses and Certifications:

- Possession of or ability to obtain 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.