



June 2008

SENIOR BUILDING MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, provides lead direction to assigned building maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs the full range of technical maintenance, repair, installation, alteration, and construction activities 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 technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the building maintenance series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for City and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance and repair of assigned facilities and systems in a timely manner. This class is distinguished from the Facilities Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in building maintenance operations.

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.

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in selection and in completing employee evaluations; recommends corrective action as required; participates in performing technical building maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Facilities Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing short- and long-range plans, work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; participates in the vendor selection process; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs a wide variety of technical maintenance, repair, installation, alteration, and construction activities involving carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.

- Operates computer-controlled HVAC and lighting systems.
- 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.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- 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.
- 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:

- Basic principles of supervision and training.
- 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.
- Principles of record keeping principles and procedures.
- Basic 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:

- Plan, schedule, assign, and oversee activities of public works maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in building maintenance and related projects.
- 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 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.
- Estimate needed materials and labor and secure sufficient quantities.
- 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.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Operate a motor vehicle safely.
- 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 the completion of the twelfth (12th) grade and four (4) years of skilled building maintenance or construction work.

Licenses and Certifications:

- Possession of a valid driver's license with 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.