



FACILITY MAINTENANCE TECHNICIAN

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Facility Maintenance Technician	Effective Date:	September 1, 2018
Working Title:	Facility Maintenance Technician	Type:	Non-Represented
Department:	Public Works	Supervisor:	Parks & Facilities Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the Parks & Facilities Division Manager, the employee in this position performs a wide variety of manual, semi-skilled and skilled tasks involving building and grounds maintenance of the Civic Center, including accessibility and appearance, building repairs, and quality control in janitorial services.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 60 pounds and infrequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones, drills, vacuums, wrenches, screwdrivers, hammers, power washer, service vehicles, hand tools, automobiles, mobile radios, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. Actively supports safety and loss control measures.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in outside weather conditions, works in high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work area is occasionally loud. Duties include contact with employees and customers in conflict situations.

This position may be required to work evenings and weekends.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

80% Building & Grounds Maintenance

Maintains building climate by checking, operating, and coordinating repair as needed for the building's heating, ventilating, and air-conditioning equipment.

Maintains current operating records of standby generators, air-conditioning units, heating units, and electrical controls.

Maintains lighting and heating, ventilation, and air conditioning (HVAC) schedule for events and general public access in the Civic Center.

Keeps building ready for use by completing preventive maintenance. Reports activities and recommendations for system improvements to supervisor.

Maintains quality control in janitorial services.

Checks and maintains alarm and fire protection devices. Performs annual fire sprinkler system inspection.

Repairs minor plumbing, electrical, and structural problems; supervises major repairs by contractors.

Provides system for recycling materials and removing trash; provides containers and trash disposition.

Cleans outside windows on a scheduled basis.

Cleans carpets using industrial carpet cleaning machine on a scheduled basis.

Operates and maintains a John Deere Gator utility vehicle and small combustion equipment including a chain saw and a string trimmer. Occasional use of backhoe and forklift.

Maintains grounds surrounding Civic Center by watering plants, removing trash, sweeping, and cleaning the outside of the building and parking lots; blows debris off hard cape; operates and maintains landscape irrigation system; and mows lawns, weeds, and trims shrubs.

No supervisory responsibilities, but regularly provides direction and monitors work performed by community service workers and/or volunteers.

Performs regular maintenance/lubrication of automated Police Department doors and entry gates.

Maintains inventory for maintenance, janitorial, and kitchen supplies.

Maintains Focal Point grounds, including fountain and landscape.

Maintains Safety Data Sheets (SDS) Binder and appropriate storage of chemicals, pesticides, paint supplies, and other similar products for the City Hall.

Maintains a safe and clean work environment by complying with City procedures, rules, and regulations.

20% Office Maintenance & Customer Service

Sets up chairs, tables, screens, and other furniture and equipment as needed for various meetings in Council Chambers, Event Center and conference rooms hosted by the City or as directed by Supervisor.

May be required to assemble office furniture and build shelves, etc. using small hand tools.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency and four years of responsible experience in maintenance work, preferably in a government facility, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Heating and air-conditioning systems, plumbing, carpentry, and basic construction with specific application for commercial buildings; operation, repair and use of HVAC systems, electrical systems, plumbing systems; general grounds keeping/minor landscaping procedures and first aid and applicable safety precautions.
- Methods, practices, tools, and materials used in general maintenance and repair work.
- Occupational hazards and safety precautions in general maintenance and repair.

Skill & Ability

- Work independently.
- Understand and follow oral and written instructions.
- Operate hand and electrical tools, and equipment properly and safely to perform the duties of this position.
- Read, write, verbally communicate in person and on phone, establish and ensure accurate record-keeping and utilize computer programs and systems to manage automated systems.
- Learn new technology and effectively apply the technology to the job situation.
- Establish and maintain effective working relationships with contractors, vendors, other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Support and facilitate the City's mission to keep costs and services to a minimum by providing services to the community in a coordinated, efficient and least cost fashion.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within one (1) year of hire: First Aid & CPR Certification.