



## Facilities Maintenance Technician

Department/Division:	Finance/Purchasing
Reports To:	Support Services Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under general supervision, performs a wide variety of technical building maintenance, repair and installation tasks, maintain and renovate District buildings and facilities; oversees facilities maintenance contract services; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for performing maintenance and alterations on District buildings and facilities. Incumbents in this class administer various facilities maintenance contracts related to landscaping, facilities maintenance, and janitorial services. This class is distinguished from the Purchasing Supervisor in that the latter is a first supervisory-level class that is responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the Purchasing Division.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- Performs maintenance and alterations on District buildings and facilities including plumbing, carpentry, painting, pest control, furniture, HVAC systems, building grounds and other general facility repairs; identifies and evaluates construction-related problems; repairs and/or renovates structures.
- Assists in a variety of building tasks for District facilities; reads blueprints; creates specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Moves office furniture; sets up and breaks down meeting rooms as requested.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial work in consultation with assigned supervisor; communicates status of projects to appropriate personnel in other District departments and divisions as necessary.
- Inspects structures; recommends special work required or necessary facility

- maintenance.
- Research and initiates purchase requisitions for materials and contract services; obtains estimates for required services and materials as directed; assists Purchasing Supervisor in evaluating vendors.
- Administers landscaping, janitorial and maintenance contracts with outside vendors; ensures compliance with contractual specifications.
- Maintains accurate work records and documents including purchase orders, bid documentation, contracts, insurance records, proposals, and other required documentation; prepares written reports and work project analyses as required.
- Coordinates work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress, evaluates the quality of work, and resolves issues; inspects work upon completion.
- Participates in facilities maintenance budget preparation; prepares cost estimates; submits justifications for budget items; monitors and tracks program expenditures.
- Trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Responds to emergency situations as necessary.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

## **QUALIFICATIONS GUIDELINES**

### **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 work.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Applicable federal, state and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

### **Ability to:**

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of District buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, construction work.
- Read and understand blueprints, construction drawings, and schematics.
- 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; training others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Maintain records and preparing work and time reports in building and facility maintenance areas.
- Organize own work, setting priorities and meeting critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective relationships with those contacted in the course of work.

**Minimum Qualifications**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** A high school diploma or satisfactory equivalent.

**And**

**Experience:** A minimum of two (2) years of progressively responsible experience involving general facilities maintenance, preventative maintenance or project management, all of which include the oversight of contract services; experience with the public agency bidding process is highly desired.

**Licenses, Certificates; Special Requirements:**

Possession of a valid Class C California driver’s license, acceptable driving record, and proof of auto insurance in compliance with the District Vehicle Insurance Policy standards.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

Must possess mobility to work in various District buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; color and hearing and speech to communicate in person and over the telephone or radio. 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; lift, move, and carry materials and equipment

weighing up to 75 pounds and heavier weights with the use of proper equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

### **ENVIRONMENTAL ELEMENTS**

Employees work in buildings and facilities and are occasionally 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.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***