



Facilities Technician I/II

Summary

Perform a variety of highly skilled technical work in the building trades' in the repair, maintenance, and alteration of City buildings and facilities.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager; responsibilities may include indirect supervision of support staff.

Facilities Technician I

This is the entry-level class of the Facilities Technician series. Initially under close supervision, incumbents perform a variety of skilled technical duties in the repair, maintenance, and alteration of buildings and facilities. This class is alternately staffed with the Facilities Technician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

Facilities Technician II

This is the journey-level class of the Facilities Technician series. Incumbents work under general supervision and are fully competent to perform the full range of facilities technical duties.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Repair, service, and maintain heating, air conditioning, and ventilation systems.

Perform maintenance work on HVAC equipment.

Coordinate work performed with outside contractors.

Perform a variety of rough and finish carpentry work to include alterations, repairs, or construct articles and structures of wood such as partitions, counters, doors, and window frames.

Electrical work, including inspection, repair, service, installation, and maintenance of electrical lighting systems, motors, and motor controls.

Install interior and exterior wiring for equipment and appliances; troubleshoot and locate defects in electrical systems, and replace parts as necessary.

Install, maintain, and repair plumbing systems and fixtures; replace pipes, faucets, drains, sinks, valves, fittings, and fixtures.

Maintain City lock system; cut keys, re-pins lock cylinders.

Repair windows and doors.

Clean out drains and obstructions from facility water and sewage systems.

Perform routine maintenance, repair, and inspection of hot water systems.

Perform a variety of painting work using brushes, rollers, or spray guns in applying paint, enamel, or other protective or decorative finishes to various interior and exterior surfaces; preparation work includes scraping, sanding, patching, and fills in various manners.

May perform fabrication and welding repairs.

Read and interpret plans and specifications, estimate time and materials to complete jobs, and order material.

Prepare reports of work performed.

Perform related duties as assigned.

Skills/Abilities:

Read and interpret documents such as safety rules, building plans, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Perform mathematical calculations: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, and percent. Interpret bar graphs and estimate time and materials.

Comprehend and carry out instructions furnished in written, oral, or diagram form.

Deal with problems involving several concrete variables in standardized situations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee

Facilities Technician I/II

is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Standard methods, materials, and equipment used in one or more of the building trades.

Applicable building codes and ordinances.

Safe work methods and safety regulations pertaining to the work.

Basic mathematics used in the course of the position.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Facilities Technician I/II

Education:

Equivalent to graduation from high school.

Advanced training in public facilities maintenance and operations, construction technology, skilled crafts, or other specialty specifically relevant to the area of assignment is highly desirable.

Facilities Technician I

Experience:

One year of experience in HVAC, carpentry, electrical, or plumbing and the ability to troubleshoot various building maintenance problems.

Facilities Technician II

Experience:

In addition to the above, two years of experience in HVAC, carpentry, electrical, or plumbing and the ability to troubleshoot various building maintenance problems at a level equivalent to the Facilities Technician I class.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

A California Contractors License C10, C20 or the IBEW Apprenticeship Certificate and EPA Universal Refrigerant Recovery certification is highly desirable.

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Resolution #: 2004-198 N.C.S.; 2021-109 N.C.S.

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Department: Public Works & Utilities or Parks and Recreation

FLSA Status: Non-exempt

Prior Job Title: Facilities Maintenance Worker I/II