

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Facilities Maintenance Technician II	Department : Public Works	
Reports to: Facilities Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Facilities Maintenance Technician III	Pay Grade:	Approval Date

POSITION SUMMARY:

The fundamental reason this classification exists is to perform journey-level work in the maintenance, repair, alteration, and remodeling of buildings, offices, houses, and other City facilities including parks and streets. Assignments involve numerous trades and skills, such as rough and finished carpentry, plumbing, roofing, painting, concrete/masonry and landscaping. A high degree of competence in several trades is expected with more than one at or above the acceptable skilled level. Assignments are varied and are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints. Work is performed independently or in teams, and incumbents are responsible for determining appropriate work methods, tools, and materials for most assignments. Work involves occasionally serving as a crew leader over other Facilities Maintenance Technicians for specified projects, and some positions regularly lead other Semiskilled Workers, Laborers, and Groundskeepers. Work is performed according to general or specific instructions from a Supervisor who inspects work while in progress and upon completion.

CLASS CHARACTERISTICS:

Facilities Maintenance Technician II is the fully experienced class in this series, competent to perform facilities maintenance work. This class is distinguished from Facilities Maintenance Worker III in that the latter performs more complex building maintenance functions and may provide training for new staff.

ESSENTIAL RESPONSIBILITIES:

Performs skilled work in the maintenance, repair, alteration, and remodeling of buildings, offices, houses or other City facilities

Operate mowers, tractors, trencher, vehicles, equipment and utilize a variety of hand and power tools in park landscape maintenance work; assist in routine maintenance of such equipment

Prepare and maintain athletic fields and related facilities; clean restrooms and pick up litter around parks and medians

Performs rough and finished carpentry

Tears down and rebuilds partitions

Installs new flooring such as wood, linoleum, carpet, or tile

Perform a variety of duties in the maintenance and installation of the city's irrigation system

Water, mow, weed, trim, renovate and fertilize lawns; prune trees and shrubs; plant trees, flowers, and shrubs

Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.

Performs bench carpentry using shop equipment and power tools such as drills, saws, sanders, planers, air nailers, routers, and radial arm saws

Builds tables, cabinets, shelves, and desks from rough sketches and blueprints

Assembles, installs, and repairs pipes, fittings and fixtures of water, heating, and drainage systems

Installs pre-hung, slab, wood-framed, and metal doors and window frames

Performs preventive maintenance and minor repairs on cooling and air distribution systems

Pours concrete to make floors, walkways, pads or other projects

Lays building materials, such as brick, tiles, block, glass, and gypsum

Repairs or replaces leaking and defective roofing using materials such as roll roofing, roof coating, primer sealers, flashing, etc., and installs roofing tiles

Repairs window frames, tables, chairs and other wooden equipment

Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers

Builds and repairs various types of park, playground, and sports equipment and facilities

Performs plaster work and does patch plastering on old wall surfaces

Makes routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, and ballasts

Performs routine welding and HVAC maintenance

Studies building plans and drawings to determine materials, tools, and sequence of work to be performed

Estimates and orders materials and supplies

Cleans equipment and work areas

Directs the work of other skilled or semi-skilled staff for specified projects

Interacts with customers to determine maintenance, repair or remodeling requirements and preferences

Trains new and existing staff in existing work methods to ensure conformance with accepted standards

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Methods, practices, tools and materials used in building maintenance and repair work. The occupational hazards and necessary safety precautions applicable to building maintenance work.

Skilled in – The use and care of hand tools and power equipment necessary to perform various building maintenance and repair tasks.

Ability to -.Calculate cost, labor and material estimates by performing arithmetic functions such as addition, subtraction, multiplication, division, and algebra; Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, in group settings or using a telephone. Observe or monitor objects to determine compliance with prescribed operating or safety standards. Measure distance using a tape measure or other measuring device. Use graphic instructions such as blueprints, layouts, or other visual aids. Comprehend and make inferences from written material. Make precise arm-hand positioning movements and maintains static arm-hand position to operate tools, such as electric hand drills, power hand saws, or radial arm saws. Make fine, highly controlled muscular movements to adjust the position of a control mechanism, such as operating levers or pedals. Make skillful, controlled manipulations of small objects, such as assembling bolts, washers, collar units and inserting them in a small hole. Mix or work with cleaning fluids, chemicals, paints, cleaning agents or similar solutions using only normal protective equipment. Work in a variety of weather conditions with exposure to the outdoor elements. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar. Review or check the work products of others for conformance to standards. Work safely without presenting a direct threat to self or others. Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future

Licenses and Certificates –. Possession of a valid California Class C Driver License at the time of appointment.

Physical Abilities and Work Environment – Coordinate the movement of more than one limb simultaneously, such as operating the clutch and accelerator on a car. Bend or stoop repeatedly or continually over time, such as laying brick or block. Make continuous or repetitive hand/arm movements, such as using a trowel. Lift arm above shoulder level to paint surfaces. Work in small, cramped areas. Reach high work areas with ladders and/or scaffolding and work at heights greater than ten feet. Travel across rough, uneven, or rocky surfaces. Move heavy objects (50 pounds or more) long distances (more than 20 feet).

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Three years of skilled level experience in building maintenance and repair work, with a high level of proficiency in at least two of the building trades

Education - Graduation from high school or G.E.D. equivalent. Completion of a certificate program from an accredited college in metals industry technology or mechanical-electrical technology or completion of at least two years of a recognized apprenticeship program in one of the crafts may substitute for two of the required three years of experience.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date