

**CITY OF MADERA**  
**FACILITIES MAINTENANCE TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general direction, performs work of average to considerable difficulty in the journey-level performance of building maintenance, construction, repair and alteration of City facilities, buildings and equipment to include the primary fields of carpentry; plumbing; wood working and crafts work; electrical; heating, ventilation and air conditioning (HVAC); etc.; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Facilities Maintenance Technician** is the journey level class responsible for a wide variety of maintenance, construction, repair and alteration tasks. Incumbents perform skilled work in carpentry, plumbing, wood working, painting, electrical, heating, welding and/or ventilation work. This classification is distinguished from the next higher classification of Electrical & Facilities Operations Manager in that the latter is responsible for overall management of the facilities division.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Electrical & Facilities Operations Manager. May exercise technical and functional supervision over lower level Public Works staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a variety of work in the maintenance, construction, alteration, and repair of City facilities; identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and HVAC work to maintain buildings and equipment in a safe condition, prevent degradation of City property and systems, and prevent failures that would cause reduction in service.
- Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.) to provide safe conditions for employees.

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- Repairs, replaces or installs plumbing systems and components (e.g. water, sewer and drain lines, valves, faucets, toilets, urinals, P traps, etc.) in buildings and structures by using appropriate materials and tools (e.g. various types of piping, fittings, valves, tanks, pipe wrenches, cutters, adhesives etc.).
- Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks using various forms.
- Communicates orally and in writing to notify supervisor and user groups of conditions of building and equipment and scheduling dates for repairs using a computer and telephone.
- Paints various structures and equipment (e.g. walls, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the supervisor with a report of alternatives to meet City standards and building codes.
- Removes blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products using appropriate tools and materials (e.g. hand, electrical and sewer snakes, plunger, caustic chemicals and acids, etc.).
- Installs, repairs and maintains wood and metal windows, doors, locks and closures using various hand, power and specialty tools to ensure proper operation and security of City facilities.
- May be required to respond to emergency calls for assigned work responsibilities to perform emergency building or equipment repairs during off-duty hours.
- Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls using various hand, power and specialty tools and materials (e.g. texture gun, taping knife, joint compound, tar, levels, etc.).
- Assists Electricians with installation of conduits and wires to provide power for employees.
- Installs vinyl composite and ceramic tile to construct, repair or replace floor or wall surfaces using various tools and materials (e.g. grout, trowel, level, chalk line, tile, cutter, square float, etc.).
- Prepares reports of inspections and labor and material estimates to apprise

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supervisors of conditions of property and equipment and materials needed for repairs using a computer and measuring devices.

- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Repairs, modifies, and replaces damaged or missing parts to sheet metal fixtures and equipment (e.g. ducts, flues, metal cabinets, doors, covers, framing and skirting on trailers, etc.) to provide safe, efficient operation of equipment using various hand, power and specialty tools.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballasts, sockets, fuses, minor appliances, cords, etc.). Performs street light maintenance to include replacement of bulbs and photocells.
- Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using hand tools and saws.
- Installs signage on buildings and fences to identify buildings and direct traffic.
- Installs, repairs or replaces appliances (e.g. refrigerators, ranges, hoods, etc.) to maintain a safe, comfortable working environment for employees.
- Builds, repairs, and modifies office furniture using appropriate carpentry techniques and tools and materials (e.g. wood stains, various types of filling, studs, frames, etc.).
- Adjusts and calibrates thermostats, pneumatic controls and HVAC and electric energy management systems to maintain a comfortable temperature for employees and proper equipment operation.
- Performs general maintenance work (e.g. trims trees in parking lots, sweeps floors, cleans roofs and solar panels, hangs pictures, etc.) to maintain a clean, safe work area for employees. Performs general janitorial duties as needed, which may include the cleaning up of human waste at City facilities.
- Remains current on job specific expertise through various sources (e.g. trade publications and shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve equipment reliability.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. The position also requires the employee to work at various heights on ladders or in bucket trucks, aerial lifts or scissor lifts.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Facilities Maintenance Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in facilities maintenance that includes at a minimum work in plumbing, general carpentry and general building maintenance and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Methods, materials, practices, techniques and materials used in building maintenance, construction, and repair; journey level carpentry, plumbing, painting, welding, heating and/or ventilation; methods, materials, practices and tools of the building and construction trades; methods and techniques of welding; cost estimating and design; basic principles of mathematics; occupational hazards and standard safety procedures.

**Ability to:**

Inspect buildings and equipment to locate conditions needing repair; estimate

time and materials needed to complete work projects; program computerized energy control systems; prepare drawings and sketches; interpret and work from blueprints, diagrams, and sketches; maintain records and reports; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of power and hand tools used in the construction, maintenance and repair of facilities.