

BUILDING MAINTENANCE TECHNICIAN

SUMMARY DESCRIPTION

Under direction of Public Works Director, maintains and repairs City buildings and facilities and performs a variety of tasks relative to the assigned area of responsibility. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Employees may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below.

- Perform electrical, plumbing, carpentry, locksmithing and painting work to maintain municipal buildings.
- Move and relocate office furniture; make adjustments to desks, chairs and files.
- Oversee roof maintenance program; inspect condition of roofs; clean roof gutters and drains.
- Oversee parking lot light program; install and repair lamps, ballasts and covers.
- Travel from site to site; inspect facilities, buildings and grounds for routine maintenance; prioritize repairs and renovations.
- Ensure facilities and buildings are in compliance with Americans with Disabilities Act and other federal guidelines and safety regulations.
- Requisition building maintenance supplies, material and equipment; monitor inventory; load and unload supplies.
- Collect and transport hazardous waste including batteries and fluorescent tubes.
- Prepare cost estimates for maintenance activities; maintain maintenance records and files.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods and principles of general building maintenance. Principles of carpentry, plumbing, painting, and electrical work. Principles of heating, ventilation and cooling systems. Locksmithing and building locking and security systems. Occupational hazards and standard safety practices. English usage, spelling, grammar and punctuation. Basic mathematical principles. Federal, state and local laws, codes and regulations related to areas of assignment.

Ability to:

Schedule preventative maintenance services. Operate a variety of hand and power equipment in a safe and effective manner. Read and interpret blueprints and plans. Work independently in the absence of supervision. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

License or Certificate:

High school diploma or GED and valid Texas Driver's License required.

Experience:

Three years of increasingly responsible general facilities maintenance experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Travel from site to site; work with machinery; work at heights; work in confined spaces; exposure to electrical energy, noise, dust, grease, smoke, fumes.

Physical: Sufficient physical ability to perform moderate or light lifting and carrying; walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing ladders, crawling; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hearing in the normal audio range with or without correction.