

CITY OF ARCADIA
BUILDING MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of semi-skilled and skilled work in the maintenance, repair, alteration and construction of City buildings, facilities, street lighting, and fixtures including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and repair City facilities, equipment, street lighting, and buildings by performing a variety of skilled and semi-skilled carpentry, electrical, painting, plumbing, heating and air conditioning, and mechanical repair work.

Install, adjust, repair and inspect heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers, and heat exchangers.

Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from lines.

Perform carpentry work including the construction, installation, remodeling and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.

Participate in remodeling of facilities including submitting cost estimates to supervisor and coordinating with outside contractors as authorized.

Inspect building facilities and parks to identify building maintenance needs.

Install, maintain and repair a variety of roof coverings and floor coverings such as carpeting, tile, linoleum and wood.

Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance work.

Read and interpret sketches, diagrams and blueprints.

Repair and maintain electrical lighting systems and fixtures.

Monitor and maintain preventive maintenance records and logs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices and equipment used in building maintenance and repair services and activities including a variety of building trades work.

Occupational hazards and standard safety practices necessary in the maintenance and repair of buildings and building facilities.

Principles and procedures of record keeping.

Basic theory of electricity.

Basic theory and practice of heating, ventilation, and air conditioning systems.

Policies, procedures and codes related to the maintenance and repair of buildings and building facilities.

Preventive maintenance requirements.

Safe driving principles and practices.

Skill to:

Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner.

Operate a motor vehicle safely.

Ability to:

Perform a full range of semi-skilled and skilled building maintenance and repair work.

Identify building maintenance needs and take corrective actions.

Work independently in the absence of supervision.

Repair and maintain a variety of mechanical equipment.

Read and interpret sketches, drawings, diagrams and blueprints.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Perform heavy manual labor.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Perform stand-by duty as part of a regular rotation

Minimum Qualifications:

Experience:

Three years of experience in the full range of general maintenance or construction work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by additional specialized technical training in a building trade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid class "A" driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. Availability for on call, stand-by and emergency calls.

Effective Date: October, 2008