

CITY OF SIMI VALLEY

BUILDING MAINTENANCE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, maintains and repairs City buildings and facilities; oversees and evaluates the work of contractors; 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. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform electrical, plumbing, carpentry, locksmithing and painting work to maintain municipal buildings.
2. Oversee all maintenance and repair of HVAC systems in City buildings; perform routine HVAC system preventative maintenance work; determine HVAC system problems and make recommendations for repair; review and evaluate the quality of HVAC contract vendor work.
3. Move and relocate office furniture; make adjustments to desks, chairs and files.
4. Oversee roof maintenance program; inspect condition of roofs; clean roof gutters and drains.
5. Oversee parking lot light program; install and repair lamps, ballasts and covers.
6. Repair locking systems on doors, files, cabinets and lockers.
7. Oversee building maintenance contract and service work; process and contract out repair requests.
8. Travel from site to site; inspect facilities, buildings and grounds for routine maintenance; prioritize repairs and renovations.
9. Ensure facilities and buildings are in compliance with Americans with Disabilities Act and other federal guidelines and safety regulations.
10. Participate in the preparation of the building maintenance budget; monitor budget expenditures.
11. Requisition building maintenance supplies, material and equipment; monitor inventory; load and unload supplies.
12. Prepare cost estimates for maintenance activities; maintain maintenance records and files.
13. Load and deliver tables and chairs to special events.

Building Maintenance Technician (Continued)

14. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
15. Run errands as needed.
16. 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.
Principles and practices of contract administration.
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.
Monitor and evaluate the work of contractors.
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.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the building trades or a related field.

Experience:

Three years of increasingly responsible general facilities maintenance experience.

License or Certificate:

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

Possession of, or ability to obtain, a valid refrigerant transition and recovery certification.

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

Adopted: June 2003
Johnson & Associates