

 **City of Pendleton**

 **Job Description**

 **Building Maintenance Technician**

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| **Department**: Facilities  | **FLSA**: Non-exempt |
| **Reports to**: Facilities Manager  | **Representation**: SEIU |
| **Pay Range**: SEIU- Range 17  | **Date**: October, 2019  |

**GENERAL POSITION SUMMARY:**

Demonstrates technical skills at the journeyman level in construction & carpentry, performs preventive maintenance and operation of complex city equipment. Performs skilled manual and technical tasks in HVAC, plumbing, pools, maintenance, performs related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Maintenance: Performs preventative maintenance throughout city facilities, including: HVAC, pool pumps, fire protection system, pumps, and other related duties. Performs general building maintenance activities as required. Performs assigned work orders and preventive maintenance program. Updates maintenance software system daily. Performs specialized carpentry needs and various concrete projects and repairs.
2. Construction: Assists with construction related projects throughout city facilities, including concrete work and finishing (?) and building maintenance repairs at journeyman level. Obtains all building permits as required for project work with the city’s building officials. new construction, renovation and repair projects in all city buildings. Helps by costing out building supplies, ordering materials, and helping with planning and general construction.
3. Planning: Assists with capital forecasting for budgeting purposes for various projects. Helps with project planning, including assist in writing Requests for Proposal (RFP) and proposals for projects and other related building maintenance needs.
4. Reports/Records: Maintains the preventative maintenance software FacilityDude/ Maintenance Edge. Maintains safety reports of the facilities departments and attends safety meetings as scheduled.

1. Aquatic Center: Performs maintenance help start-up, day by day, and help shutdown of Aquatic Center. Includes painting, prepping pumps, boilers, tanks, chemical delivery systems, along with plumbing issues. Also, daily chemical & readings for compliance with the State of Oregon.
2. Ice Rink: Performs preventative maintenance, assists with set-up, daily fluid and chiller checks and tear down of seasonal Ice Rink.

**IMPORTANT FUNCTIONS**

1. Attend conferences, trainings, etc. to maintain certifications and/or advance job knowledge.

2. Participate on boards or committees, such as the Safety Committee, as assigned.

3. Coordinate preventing maintenance services when outsourcing service.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position in a series.

This position is distinguished from the Building/Utility Worker by the requirements for journeyman level in carpentry, building codes and preventative maintenance responsibilities.

This position is distinguished from the Facilities Maintenance Tech 3 by the absence of certified level work HVAC, low pressure boilers and electrical responsibilities.

**JOB SPECIFICATIONS:**

**1. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required plus some specialized training in building technology, maintenance management, or closely related field. Degree from a trade school or community college or graduate of apprenticeship program preferred.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Minimum 2 years of experience in building technology, maintenance management, HVAC, electrical maintenance and operations, swimming pool and spa maintenance, carpentry, construction, concrete work or closely related field.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history, driving record, and Criminal Justice Information System (CJIS) clearance.
3. Certification in HVAC and boiler systems required within 1 year of hire; Must possess (or obtain within two (2) years of hire) appropriate levels of certification in the following specialties: Chlorine handling, pool and spa operation. Must maintain certifications and participate in ongoing training opportunities.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position.*

1. Knowledge of building maintenance and repair methods and procedures and ability to perform for perform preventative maintenance of plumbing, HVAC system and associated systems including journeymen level construction methods.
2. Ability to communicate effectively, including follow oral and written instructions accurately and efficiently;
3. Ability to read and comprehend operation manuals and building blueprints;
4. Ability to make accurate computations;
5. Ability to establish and maintain effective working relationships, work as a team member, and maintain cooperative relations with co-workers and the public.
6. The ability to perform in all weather conditions, including extremes of cold and hot inclement weather.
7. Regular and predictable attendance to serve customers, interact with co-workers, supervisor, and others, to attend meetings, trainings, etc.
8. Knowledge of and ability to use tools and equipment used in building maintenance, construction, repair and preventative maintenance tasks.
9. Knowledge of construction methods and materials.
10. Knowledge of City policies, procedures, regulations, and building codes related to facility maintenance and repair.
11. Knowledge of, and ability to apply, safety standards, practices and procedures applicable to all areas of assignment.
12. Working knowledge of data entry, and Microsoft Word processing word, XL. Outlook and specialty programs for preventing maintenance and work orders system.
13. Ability to coordinate a comprehensive building and ground maintenance program including identifying building maintenance needs and taking corrective actions.
14. Ability to respond to emergencies on a 24-hour basis as needed
15. Ability to manage minor construction projects and oversee the work of contractors and temporary help.
16. Ability to work independently in the absence of supervision.
17. Ability to perform the essential functions of the job.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines;
2. Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position may provide lead worker direction on projects to assigned staff and outside contractors.
3. This position reports to Facilities Manager. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

1. [ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.
2. [x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.
3. [ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.
4. [ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.
5. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**8.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often Choose an item..
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are are 6:00 a.m. – 3:00 p.m. Monday - Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

 **9**. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 2005

Revised: November, 2019

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.