

Job Description
Facilities Maintenance Technician
Description of Work

Definition:

This highly motivated, organized professional will work under the supervision of the Assistant Public Works Director. The employee devotes a significant amount of time on routine maintenance tasks, and often works closely with the Public Works Director, contractors, and department heads to provide all aspects of Building and Facilities Maintenance. Employee must be able to work independently with minimal supervision. This position will work Monday through Friday from 7 AM until 3:30 PM. Afterhours on-call rotation may be required.

Essential Functions of the Job: *The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Town Planner. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.*

- Maintains and repairs Town buildings and facilities including but not limited to carpentry, electrical, HVAC, plumbing, drywall repair, painting, and preventative maintenance tasks
- Inspects buildings and other structures to determine any needed repairs
- Performs routine maintenance and repair of HVAC systems, makes recommendations for, reviews and evaluates work by contractors when needed for repairs; Oversees and evaluates the work of outside contractors
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, various light bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing hoses or lines on fixtures or appliances etc.)
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using, brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
- Utilize maintenance software to document work orders and preventative maintenance scheduling;
- Oversee building maintenance contracts and service work; process and contract out repair requests to include preparation of Bid Specifications and all other documentation; prepare cost estimates for maintenance activities; maintain maintenance records and files
- Move and relocate office furniture; Repair locking systems on doors, files, cabinets, and lockers
- Participate in preparation of the building maintenance budget and monitor budget expenditures
- Responsible for monthly Building and Facility Maintenance Inspections to include in-house and outside contracted inspections

- Complete Purchase Requisitions for building maintenance supplies, materials and equipment; monitor inventory; Order parts and maintain required documents
- Respond to public inquiries in a courteous manner; resolve complaints in an efficient and timely manner
- Interacts with Fire department, OSHA inspectors and Town staff to ensure that all safety items related to facilities comply with local, state, and federal regulations
- Performs other duties as assigned.

Required Knowledge and Abilities:

- Ability to systematically compile technical and statistical information and to prepare technical reports; Ability to present technical information clearly and in an interesting manner to the public;
- Proficient in Microsoft Office to include Word, Excel, and Outlook; Ability to learn town-wide maintenance software
- Ability to express ideas clearly and concisely, both orally and in writing
- Ability to apply rules and regulations as they relate to job duties and responsibilities
- Ability to establish and maintain effective working relationships with the public, professional colleagues, representatives of other public agencies and other employees
- Ability to manage multiple projects to successful completion
- Ability to exercise good judgment in evaluating situations
- Ability to sit and/or stand for extended periods of time
- Ability to cope with a considerable volume of detailed work and adapt to interruptions in work flow
- Ability to use assorted power/hand tools and multi meters in a safe and effective manner
- Ability to read and interpret blueprints and plans
- Ability to work independently in the absence of supervision
- Knowledge of methods and principles of building maintenance
- Knowledge of principles of carpentry, plumbing, painting, and electrical work
- Knowledge of principles of HVAC systems
- Knowledge of locksmithing and building locking and security systems
- Knowledge of OSHA safety practices
- Must maintain complete confidentiality

Qualifications:

- High school diploma or GED; education in the Building Maintenance Field including but not limited to in HVAC, Plumbing, Electrical and supplemented by 5 years previous experience involving facility maintenance operations work
- Any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Electrical license, HVAC license, plumbing license, and/or certificate in refrigerant transition and recovery preferred but not required.

Work Environment and Physical Demands:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction site, or public works facilities. The employee occasionally is exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations.
- While performing the duties of the job, the employee is regularly required to stand, sit, walk, talk or hear; use hand to finger, handle, feel or operate objects, tool or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.
- Employee may be exposed to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals. The noise level is usually moderate to loud.
- Normal work responsibilities not only require a sighted individual (vision corrected to 20/20) for computer usage and visual inspections of street maintenance, storm water systems or construction activities, but also requires an individual with normal hearing (hearing corrected to normal ranges) for direct and telephone contact with contractors, developers, employees, and the public.
- The typical work schedule is Monday through Friday from 7:00 a.m. to 3:30 p.m.