

City of Mission Job Description

Job Title: **Facility Maintenance Technician Assistant**

Classification: **Non-Exempt**

Department: Facilities



Division: Facility Maintenance

Supervisor: Facility Maintenance Supervisor

Effective: February 24, 2023

I. JOB SUMMARY

The individual is responsible for performing assigned activities toward maintaining assigned city building (s). Uses proper tools and material for building maintenance. Replaces defective electrical switches and other fixtures. Paints structures and repairs woodwork with carpenter's tools. Repairs plumbing fixtures. Repairs plaster and lay brick. Mow grass with lawn mower. Work in cooperation with other disciplines to be utilized in the assigned maintenance projects such as: carpenters, plumbers, electricians, painters, and masons, etc. Prepares required reports/records on assignment (s) and submits the reports to the Director of Facility Maintenance. Performs all work activities in accordance with proper safety procedure in accordance with job. Performs all repair project assignment (s) to be in compliance with **All City**, county, and state building codes. This position has no supervisory responsibilities. Individual will perform other duties assigned by department head/supervisor when needed.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D preferred.
- Must have specific vocational training or job training experience which adds up to at least one (1) year experience.
- Must have working knowledge of electrical, air conditioning/heating, carpentry, and communication systems.
- Knowledge of proper sequence of activities for repairing commercial buildings.
- Knowledge of general and specific city, county, and state building codes.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver license from the Department of Public Safety with no more than two (2) moving traffic violations during the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to interpret City policies and procedures as related to the job.
- Ability to perform independent of constant supervision.
- Ability to make decisions based on personal judgment.
- Ability to deal effectively with the general public, supervisor, and co-workers.



- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Must have oral and written communication skills in English and Spanish to at least the 8th grade level.

V. ESSENTIAL JOB FUNCTIONS

- Remove and replace defective electrical switches and other fixtures.
- Follow a schedule for maintenance, which has been assigned.
- Determine proper tools and materials necessary for work to be performed on assigned maintenance projects.
- Repair wood surfaces as directed.
- Paint structures or areas as directed.
- Removes, replaces, or repairs plumbing fixtures as directed.
- Mows grass as directed.
- Follows directed sequence of work activities for smooth and correct integration of all disciplines to be working on the project (s).
- Prepares report/records of work performed on each project assigned and submit to supervisor as directed.
- Interprets City policy and procedures as related to assigned job.
- Perform activities on project (s) to be in compliance with **ALL CITY**, count, and state building and safety codes.
- Perform **all** job functions with special attention to good public relations, safety, and proper procedures.
- Attend meetings about facility maintenance as directed by supervisor.
- Set up and take down bleachers when the Citrus Parade is happening
- Put up Christmas lights through-out the City.
- Move furniture when other departments request it.
- During weather emergencies individual will be doing sand bags and any other duties assigned by the supervisor.
- Attend meetings about facility maintenance as directed by supervisor.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None

VII. EQUIPMENT/MATERIALS

Supplies and safety equipment/materials to include but not limited to the following:

- City vehicle, Carpentry tools, 2-way radio
- Plumbing tools, Lawn mower, Vest
- Riding lawn mower, Rain coat, Uniform
- Electrician tools, weed eater, Pens
- Safety glasses, Gloves, Rain boots
- Tool pouch, Hammer, Drill, Screw driver
- Different size ladders, Different size wiring, Hard hat



- Policy & procedure handbook, Pencils

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Fumes or airborne particles		X		
Outdoor weather conditions				X
Toxic or caustic chemicals		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip carpentry, plumbing, and electrical tools. Fine finger dexterity is required to hand write notes and repair buildings.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Pick up tool pouch
	6-10 lbs	C	Pick up tool box
	11-20 lbs		
	21-25 lbs	O	
	26-50 lbs	F	Pick up freon tank
	51-75 lbs	O	Pick up concrete bags
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	N	
	6-10 lbs	O	Ladders
	11-20 lbs	O	Weedeater and tools
	21-25 lbs	O	Maintenance tools
	26-50 lbs	O	Ladders and roll of electric wire and tools.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	O	Move chairs
	6-10 lbs	O	Weedeater
	11-20 lbs	N	
	21-25 lbs	N	
	26-50 lbs	O	Lawn mower, park benches, bleachers, janitor supplies
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Step ladders or 6' ladders to check on repairs or do maintenance.
STOOPING (bending at waist)	F	Check on plumbing, or do building maintenance and repairs
KNEELING (one or both knees)	F	Check on plumbing, or do building maintenance and repairs
CROUCHING (bending at hips/knees)	F	Check on plumbing, or do building maintenance and repairs
CRAWLING	O	Check on plumbing, or do building maintenance and repairs
REACHING	F	Work orders, reports, carpentry tools, safety equipment, drills, tool pouch, tool box, and cell phone.
TWISTING/TURN (rotation)	C	Up to 180 degrees and waist to shoulder, to do maintenance on city buildings and while sitting in city vehicle.
HANDLING (manipulated objects)	C	Work orders, reports, carpentry tools, safety equipment, drills, tool pouch, tool box, and cell phone.
STANDING	F	During inspections and while doing repairs.
WALKING	F	Work site and punching in and out.
SITTING	F	While driving city vehicle
FINGERING (finger dexterity)	F	Work orders, reports, carpentry tools, safety equipment, drills, tool pouch, tool box, and cell phone.
GRASPING (whole hand activities)	F	Work orders, reports, carpentry tools, safety equipment, drills, tool pouch, tool box, and cell phone.

N-Neveer O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date