

## City of Mission Job Description

Job Title: **Facility Maintenance Technician** Classification: **Non-Exempt**

Department: Facility Maintenance



Division:

Supervisor: Facility Maintenance Supervisor

Effective: July 28, 2008

### 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 required.
- Must be certified as a Journeyman or Master Electrician.
- Must have specific vocational training or job training experience which adds up to at least four (4) years 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's license from the Department of Public Safety with no more than two (2) moving traffic violations within 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.

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- 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 8<sup>th</sup> 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 with push mower or riding lawn mower 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.
- 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**

Safety equipment/materials to include but not limited to the following:

- City vehicle, Carpentry tools, 2-way radio
- Plumbing tools, Lawn mower, Cell phone
- Electrician tools, Weed eater, Pens & pencils
- Safety glasses, Raincoats, Rain boots
- Safety orange vests, Different size ladders, Different size wire
- Tool pouch, Riding lawn mower, Drills

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- Policy & procedure handbook, Safety gloves, Uniform

**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
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Pick up tool pouch, hammer, drills, screw drivers,
	6-10 lbs	<b>C</b>	Tool box,
	11-20 lbs	<b>F</b>	Weedeater, tool box, tool pouch, ladder, step ladder
	21-25 lbs	<b>F</b>	weedeater, tool box, tool pouch, step ladder, ladder
	26-50 lbs	<b>F</b>	Pick up freon tank
	51-75 lbs	<b>O</b>	Pick up concrete bags, park benches
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Carry tool pouch, hammer, drills, screw drivers,
	6-10 lbs	<b>F</b>	Maintenance tools
	11-20 lbs	<b>F</b>	Weedeater and tools
	21-25 lbs	<b>F</b>	Maintenance tools
	26-50 lbs	<b>F</b>	Ladders and roll of electric wire and tools.
	51-75 lbs	<b>O</b>	Carry concrete bags
	76-100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	Chairs, furniture, weedeater,
	6-10 lbs	<b>F</b>	Weedeater, furniture, push mower,
	11-20 lbs	<b>F</b>	Weedeater, push mower, furniture, benches, equipment
	21-25 lbs	<b>F</b>	Lawn mower, park benches, bleachers, janitor supplies
	26-50 lbs	<b>O</b>	Lawn mower, park benches, bleachers, janitor supplies
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
Over 100 lbs	<b>N</b>		

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

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>F</b>	Must climb roof with ladder up to 30 feet in height to check A/C units and do maintenance and repairs.
<b>BALANCE</b>	<b>F</b>	Balance on partial structure of frame.
<b>STOOPING</b> (bending at waist)	<b>F</b>	To check plumbing and while repairing A/C unit.
<b>KNEELING</b> (one or both knees)	<b>F</b>	To check plumbing and while repairing A/C unit.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	To check trenching and wiring of building.
<b>CRAWLING</b>	<b>F</b>	To check trenching and wiring of building.
<b>REACHING</b>	<b>F</b>	Reach from ground level to overhead with up to 25 pounds of weight for plumbing, A/C, and electrical wiring maintenance and repairs on city buildings.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Up to 180 degrees and waist to shoulder, need to be level to perform inspections as needed to do job.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Tools during repairs and maintenance
<b>STANDING</b>	<b>F</b>	During inspections and while doing repairs.
<b>WALKING</b>	<b>F</b>	Up to 3 to 4 miles per day inspecting and doing repairs
<b>SITTING</b>	<b>F</b>	While driving city vehicle
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.

**N-Never 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