

CITY OF HEMET

Class Code: 6511
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FACILITIES 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.

DEFINITION

Under general supervision, depending on the area of assignment, performs skilled and semi-skilled work in the construction, repair and maintenance of City buildings, electrical systems, air conditioning systems, facilities and structures; maintains appropriate work records which may include work orders and inventory records; inspects and maintains street lights and traffic signals; assists with the security of City owned facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Technician is the journey level class responsible for the performance of duties in all related building trades (plumbing, electrical, carpentry & HVAC) as required to maintain City facilities in a safe and efficient condition. This classification is distinguished from the Maintenance Worker series by the independent performance of a wide range of building maintenance functions, including specialization in electrical and Heating, Ventilating & Air Conditioning (HVAC) systems.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Facilities Maintenance Supervisor. Incumbents in this class do not routinely exercise supervision, however, incumbents may routinely serve as the crew leader on projects.

ESSENTIAL FUNCTIONS (Include, but are not limited to, the following:)

Performs maintenance and repair on City buildings, facilities and structures, including carpentry, roofing, drywall finishing, painting, plumbing, cement work and facilities renovation; installs new plumbing fixtures; maintains and repairs fittings, valves and other fixtures; keeps current on technological changes related to facilities maintenance; and may maintain and repair radio towers and electrical generator systems.

Diagnoses, repairs, services and maintains heating, ventilating and air conditioning systems, including water coolers, remote controls, pumps, compressors, condensers and related parts and assemblies; lays out projects, evaluates and tests equipment and component operation to determine method of repair; replaces and disposes of refrigerant chemicals; conducts scheduled inspections and preventive maintenance on equipment; makes adjustments to equipment and controls to ensure operations are in compliance with specifications or standards.

Installs conduits, wires, transformers, circuit breakers and switches in making additions, new construction, remodeling and extensions or alterations in electrical service for City buildings and structures; services, repairs and maintains lighting and power systems, generators, motors and related equipment; tests, trouble shoots and repairs electrical control systems, including control circuits and panels; performs repair on street lights, traffic signals, pedestrian switches and lights and other safety electrical devices.

Reads blueprints, schematics, sketches and electrical diagrams; draws plans for assigned projects; works with, and may oversees a variety of outside contractors in installation and repair activities.

Performs general and preventative maintenance on a variety of buildings and facilities; operates and maintains a variety of maintenance tools and diagnostic equipment; inspects tools and equipment for safety and mechanical defects.

Responds to questions and concerns from the general public; provides customer services and information as appropriate and resolves public service complaints or questions.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent safely uses appropriate personal protective equipment to eliminate personal exposure when using cleaning and lubricating chemicals or refrigerants, which emit fumes or airborne particles, and when working in areas with mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and aerial lifts, work at substantial heights, and work in heavy vehicle traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Practices, techniques and materials used in new construction, maintenance and repair of public buildings and facilities; installation of new equipment; operational and maintenance characteristics of standard and specialized maintenance tools and equipment; safety requirements for working on electrical and HVAC systems; applicable federal, state and local laws, codes and procedures, including electrical standards and EPA regulations for refrigerant handling; methods and techniques of scheduling work assignments; basic principles of record keeping; occupational hazards and standard safety procedures.

Ability to:

Perform maintenance, repair and installation on City buildings, structures, facilities and street lights and signals; safely and competently operate a variety of tools and equipment used in maintenance and construction; perform heavy physical labor for extended periods of time; respond to issues and concerns from the community; maintain appropriate certificates and licenses; work independently and as part of a team; demonstrate good customer service; follow written and oral directions; observe safety principles and work in a safe manner; respond to emergency call-outs as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of vehicles, diagnostic equipment and power and hand tools used in new construction and facilities maintenance and repair.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Facilities Technician. A typical way of obtaining the required qualifications is to possess the equivalent of four years of journey level experience in one or more trades (electrical, plumbing, carpentry and HVAC), and a high school diploma or equivalent. Completion of training in specialized areas of new construction facilities maintenance is highly desirable.

Certification/License and/or Other Special Requirements:

Possession of a Class C California driver's license is required. Possession of, or ability to obtain, a Class B California driver's license within twelve months from the date of hire is required. Certification as a journeyman electrician, EPA certification card for refrigeration recovery and recycling and HVAC certification are desirable.