



Position: Facilities Maintenance Technician

Unit: Union (LAW)

Department: Central Services (Building & Facilities Maintenance Division) **FLSA Status:** Non-Exempt

Summary Description

Under the direct supervision of the Facility Manager, performs work ranging from moderate to complex difficulty associated with the remodeling, maintenance, and upkeep of all City buildings and facilities.

Supervision/Accountability

This position is accountable directly to the Facilities Manager; no supervisory duties.

Major Duties/Essential Functions

Maintains and repairs all electrical systems, standby generators, lighting systems, wiring and electrical devices in all City buildings.

Maintains and repairs all HVAC systems including air conditioning systems, boilers, heating units, thermostats, operates BAC system, and other associated equipment in all City buildings.

Maintains and repairs plumbing systems, faucets, sinks, flush valves, and other associated plumbing systems and equipment.

Restores, repairs and maintains doors, walls, floors, partitions roofs, windows, paneling, door locks and cabinets. Removes paint or varnish; prepares surface to be painted; mixes paints; applies paints, varnishes and enamels to interior and exterior surfaces.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Maintains computerized records, prepares reports and other specialized maintenance records of facilities and equipment.

Minor Duties/Responsibilities

Keeps all service equipment, hand tools and other mechanical equipment clean and operating smoothly and notifies supervisor of any problems with assigned equipment and vehicles.

Attends training courses, meetings and conferences as directed by superior. May be required to confer with other employees on problems, concerns and accidents.

Responsible for notifying supervisor when violations of City codes and ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Responsible for maintaining safe working conditions within the vehicle and equipment service areas and adjacent areas. Will use any or all safety equipment provided and procedures to complete assigned tasks.

May periodically assist other employees in other functions and operations within the buildings or yard areas.

Performs such tasks as assigned by the City Administrator in the absence of the Facilities Manager.

Performs other duties as assigned.

Transports mail to and from the post office.

Operates and uses sanders, planers, lathes, power saws, drill presses and other power tools and equipment in their performance of the job.

Cleans City Hall garage area as needed.

Knowledge

Methods, materials, equipment and tools used in the repair, remodeling and maintenance of buildings and grounds. Knowledge of building trades such as electrical, plumbing, carpentry, and HVAC. Knowledge of boilers, compressors, pumps, generators, and other mechanical and electrical systems and equipment associated with the operation of various building systems. Knowledge of computers and associated programs. Knowledge of City geography including streets. Knowledge of occupational hazards and standard safety precautions necessary to perform the work. Ability to read and write the English language.

Skill/Ability

Locating, correcting and adjusting defects in complex mechanical equipment; performing skilled work in repairing, overhauling and maintaining diesel-powered equipment; interpreting and working from charts, technical manuals, and diagrams; using and caring for tools used in mechanical repair work; and maintaining detailed and routine records. Good communications skills, both written and verbal, with an ability to create and maintain effective and cooperative interpersonal relationships with coworkers, subordinates, supervisors and citizens. Ability to work in high places, in hazardous areas and under difficult circumstances. Ability to follow written and verbal instructions read maps and understand complex electrical and engine system plans and drawings. Performing responsible arithmetic calculations accurately; compiling and interpreting data; working independently and exercising initiative.

Computer skills are key requirements of the position, including Windows operating systems, building management software and some network systems. Candidates for the position must demonstrate high proficiency levels including the submission of training certificates.

Education/Experience

Completed a high school diploma or G.E.D

The following experience levels are preferred:

- Associate degree in facility maintenance or 5 years combined experience in the following areas:
- at least 2 years experience in HVAC – Commercial (minimum rooftop 25 tons and chiller units 100 tons)
- 1 year minimum experience in Electrical
- 1 year minimum experience in Electronics
- 1 year minimum experience in the areas of Plumbing – basic skills (soldering, fixture repair or replacement, drain cleaning), Carpentry, Building Operations Management

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is extensively required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; must maintain a high degree of manual dexterity for wiring, etc. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl. The employee is continually required to walk, sit and talk or hear. The employee must frequently lift, pull and/or move up to 50 pounds, and occasionally lift, pull or move weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.
brooms.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator's license is required.
HVAC – Federal refrigeration license required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job 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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Assistant City Administrator/ Comptroller

Revision History:

April 1, 2020

November 8, 2001

February 2, 2000

January 1, 1995