

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Apprentice Facilities Maintenance Technician	Job Code: 2207
Date: November 7, 2017	EEO Code: SC
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is semi-skilled trades work in carpentry, electronics, communications, electrical, painting, plumbing, masonry, or other trade for a variety of construction, remodeling, and facility and equipment maintenance and repair projects.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Facilities Services Manager and perform all assigned tasks under close to general supervision. This work is distinguished from that of higher-level facilities maintenance classes by its lesser skilled nature and emphasis in learning and assistance to skilled workers. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Assist in performing varied tasks for predetermined projects or as needed during emergencies for various City departments including, but not limited to, concrete, masonry, carpentry, electrical, painting, heating and air conditioning, and carpeting; record all work done including material purchases; assist in performing inspections on projects and equipment; offer suggestions for maintenance or repair as knowledge allows; assist in performing maintenance and test procedures under safe conditions; observe systems or equipment for proper operation; assist supervisor, contractors, and co-workers with any and all assigned phases of large projects; assist in calibrating and adjusting controls and equipment.

Assist in performing emergency and general repairs on buildings and associated systems or components; assist in coordinating with other departments and/or contractors for equipment needs, service outages, and employee relations; assist in performing ongoing pool systems maintenance including pool chemical testing and calibrating chemical controllers; assist in maintaining equipment rooms and connecting service lines and cables; log all changes; assist in installing and maintaining data communication lines; operate a wide variety of systems, controls, equipment, instruments, and tools as knowledge allows to complete tasks.

Assist in drafting work plans; purchase supplies, materials, or other items as needed; maintain tools and equipment by making minor and major repairs under supervision; attend training sessions and seminars as directed by supervisor; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Two (2) years of experience in a variety of trades or crafts such as carpentry, plumbing, masonry, construction, electrical, electronics, or communications at a basic to intermediate level **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Basic knowledge of:* the principles and practices of HVAC, electrical, and plumbing trades as applied to office or building remodeling, repair, and maintenance; the

use of equipment and tools common to the work; occupational hazards and safety precautions of the trade; related laws, codes, rules, and regulations governing related functions of the position; the operations, functions, and terminology common to the work applied for. **Skill in:** using and caring for related tools and equipment; practicing trust-building behaviors. **Ability to:** read and interpret basic blueprints, sketches, and written and oral instructions; meet deadlines; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; work effectively on individual or team projects; learn all aspects of the work of a Facilities Maintenance Technician.

TOOLS AND EQUIPMENT USED: All common trade tools, heavy construction equipment, electronic and pneumatic controls, inspection and testing equipment, calibration equipment, grinding and sharpening tools, computers, drafting equipment, radios, other repair equipment.

PHYSICAL DEMANDS: Requires walking, bending, climbing ladders, stooping, reaching, lifting up to 80 lbs., quick movements to exit dangerous situations, and assuming uncomfortable positions for long time periods when necessary.

ENVIRONMENTAL FACTORS: Requires working in tunnels/enclosed places and heights of up to 40 ft., exposure to dangerous equipment, hazardous settings, gases in enclosed places, high voltages, and adverse weather conditions. May include exposure to high-stress situations or environments, including, handling emergency situations, meeting strict deadlines, contact with individuals in confrontational or uncomfortable circumstances, and other stressful conditions related to the workplace. *Note: This class may require on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20-minute response time.*



Department Head

11/7/17

Date



Mayor/Chief Administrative Officer

11/07/2017

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.