

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Facilities Maintenance Technician	Job Code: 2209
Date: November 7, 2017	EEO Code: SC
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is 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 general direction. This work is distinguished from that of lower-level maintenance positions by the amount of supervision received, trade skill mastery and experience level.

ESSENTIAL DUTIES: Provide skilled trade work to various construction, remodeling, repair, and maintenance projects ordered by various City departments or as necessitated by emergency; analyze projects; design or redesign items not on original plan; assist subordinates in planning and prioritizing work; record all work done including material purchases; perform inspections on projects and equipment; ensure work provided is done within building code requirements; monitor adherence to established contract terms, conditions, and completion schedule; suggest alternatives.

Perform varied tasks by providing concrete, masonry, carpentry, electrical, painting, heating and air conditioning, carpeting, and other skilled work for predetermined projects for varied City departments; adjust computerized HVAC controls and peripheral components; calibrate settings on chillers, pumps, and other HVAC components; design new circuits; repair existing devices or systems; repair structural components and existing locks and knobs; calibrate clocks, light levels, and other controlled systems; prepare keys from blanks; diagnose problems with electronic keys, key access systems, computerized security systems, and other controlled security systems; calibrate special security devices.

Supervise full-time and part-time trade and facilities maintenance employees ensuring their safe and efficient work; draft work plans; purchase supplies, materials, and other work-related items; estimate costs, materials, time, and other resources for project completion; maintain tools and equipment by making minor and major repairs; perform the work of lower-level employees as required; may supervise subordinate workers; perform other related duties as required.

MINIMUM REQUIREMENTS: Three (3) years of experience as an Apprentice Facilities Maintenance Technician or five (5) years of progressively responsible experience in a variety of trades or crafts such as carpentry, plumbing, construction, electrical, or other trade **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]. *NOTE: Applicants appointed to an open career series directly at higher than the entry-level must satisfactorily complete the associated advancement criteria during the probationary period which includes a safety training class, division electrical test, plumbing test, and refrigeration test.*

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

SELECTION FACTORS: *Knowledge of:* the principles and practices of carpentry, electrical, and masonry trades as applied to office or building remodeling, repair, and maintenance; occupational hazards and safety precautions of the trade; related laws, codes, rules, and regulations governing related functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work. *Skill in:* electrical maintenance (code requirements, single phase, three phase, romex, and conduit-EMT, ridged, flex/metallic, flex/plastic); plumbing (code requirements, ABS, PVC, galvanized, copper, cross-connections, ADA); refrigeration (code requirements, EPA, refrigeration cycle, HVAC, thermostats-electrical and pneumatic); electronics (code requirements, sound systems, radios/antenna, security systems, test equipment); carpentry (safety, rough framing wood, rough framing metal, sheet rocking, plastering, finish carpentry, doors, painting); using and caring for related tools and equipment; practicing trust-building behaviors. *Ability to:* assist in the operation of: power sewer cleaner, air compressor, jack hammer, power pipe cutter and threader, portable generator, propane heater, fork lift, portable radios, emergency generator test, alarm system, Best key system, security system, and back flow devices; operate conduit bender, electrical test meters, pneumatic test meters, pneumatic controls, electronic test meters, electronic controls, applicable computer programs, radial arm saw, band saw, table saw, sander, and planer; read and understand blue prints, sketches, and written and oral instructions; meet deadlines; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both orally and in writing; develop and maintain effective working relationships with the public, coworkers, teams, and superiors.

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, related equipment.

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

ENVIRONMENTAL FACTORS: Requires working in tunnels/enclosed places and heights 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