



Job Description

Facility Maintenance Technician

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of two (2) years of experience in a building trade such as carpentry, plumbing, or electrical.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Public Works and Utility Services

Direct Supervisor: Facility Maintenance Supervisor

Supervisory Responsibility: Direct (N/A); Indirect (N/A)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Responsible for a wide variety of skilled and semi-skilled building maintenance and repair tasks. The required duties may include carpentry, plumbing, sign maintenance and light electrical work.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Performs maintenance repairs in the common areas such as drywall, carpentry, electrical work, HVAC, plumbing, painting, flooring, and other general areas.
- Operates hand-held manual, electrical and gas-powered tools, and equipment (ie., shovels, mixers, sprayers, drills, and hammers).
- Maintains and ensures the safe operating condition of equipment, tools, and vehicles.
- Perform general maintenance work to avoid possible failures and malfunctions.
- Perform work with the use of ladders, platforms, or lifts with heights up to 50 ft.
- Assist with the manufacturing, repair, or replacement of street signs.
- Assist in developing preventive and corrective maintenance programs.
- Complete daily work assignments in a timely and accurate manner.
- Analyze repair requests and troubleshoot them.
- Perform installations, assembling, fittings, repairs, and replacements as needed.
- Handle emergency maintenance and repair work.
- Stock adequate maintenance materials and equipment to avoid shortages and excesses.
- Maintain complete records of daily maintenance activities.
- Provide assistance to co-workers when needed.
- Adhere to company policies and safety regulations.
- Perform maintenance tasks based on pictures, blueprints, written descriptions, and oral instructions from Supervisors.
- Assist with special projects as needed.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Repair methods and maintenance practices for structures, furnishings, and equipment.
- Occupational hazard and work safety practices.
- City functions, policies, and procedures.

Skills

- Strong written and oral communications and related skills.
- Use and care of tools, equipment, and materials.
- Follow and relay complex oral and written instructions, policies and procedures.

Abilities

- Identify safety deficiencies.
- Generate and assemble traffic signs using Gerber sign machine.
- Complete work orders, time and equipment logs.
- Troubleshoot problems to perform repairs and maintenance in an assigned building trade.
- Prepare estimates of time, materials, and labor.
- Read, interpret, and work from blueprints, wiring diagrams, specifications, and operating manuals.
- Work with limited supervision.
- Form and maintain effective working relationship with others.
- Works in various weather conditions with exposure to noise, dust, solvents, electrical energy, slippery surfaces, uneven surfaces, and in/with moving objects.

Physical Demands

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



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- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date