

Preventative Maintenance Technician

Purpose Statement

The job of Preventative Maintenance Technician is done for the purpose/s of providing maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities or Designee

Essential Functions

- Assists with cleaning culverts, catch basins and other drainage structures for the purpose of preventing damage and/or limiting liability exposure.
- Assists journeyman maintenance workers with projects (e.g. taping/prepping for painters, helping electrician pull wire, demolition in prep for carpenters, etc.) for the purpose of completing projects in a safe, efficient manner.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with assigned lead and/or supervisor and other trades (e.g. electrician, plumbers, carpenters, HVAC, painters, etc.) for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Installs system component parts, classroom and office equipment and facility components (e.g. bathroom equipment, white boards, projector screens, ceiling/floor tiles, door closures, locks, fencing, ballasts, outlet covers, new outlets, plumbing fixtures, etc.) for the purpose of providing a safe and workable environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars (e.g. staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of maintenance activities (e.g. carpentry, painting, graffiti removal, HVAC belts, leak repairs, clear plumbing drain lines, etc.) for the purpose of completing projects within established time frames.
- Repairs items (e.g. fencing, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Repairs a variety of furniture and building system components (e.g. locks, cylinders, fencing, outlets, light fixtures, plumbing fixtures, etc.) for the purpose of ensuring a safe working condition.
- Responds to emergency situations during and after hours (e.g. thermostat not working, locks malfunctioning, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. HVAC tools, plumbing fixtures, painting supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in multiple skilled trades; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years construction experience.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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