



City of Kingman

Job Description

Classification: Building Maintenance Technician
Department: Building Maintenance
Accountable To: Building/Fleet Maintenance Superintendent

Created/Revised Date: August 2015

FLSA Status: Non-Exempt **Salary Grade:** 209 **Band:** B **EEO4:** 7

GENERAL DESCRIPTION OF POSITION:

Performs a variety of semi-skilled, skilled and technical tasks in the area of building repair, remodeling, maintenance, and custodial care of City buildings and properties.

This position performs at the journey, fully competent level in the maintenance, repair, alteration and remodeling of buildings, offices, and other City facilities. Assignments involve numerous trades and skills, such as rough and finished carpentry, plumbing, electrical, HVAC, roofing, painting, and concrete/masonry. A high degree of competence in several trades is expected with more than one at or above the acceptable skilled level. Assignments are varied and are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, blueprints or other visual or instructional aids. Work is performed independently or in teams, and incumbents are responsible for determining appropriate work methods, tools and materials for most assignments. Work involves occasionally serving as a crewleader over other Building Maintenance Workers, temporary employees, community service workers, and DOC inmate workers as directed, or as assigned by supervisor.

SUPERVISION RECEIVED:

Works under the general supervision of the Building/Fleet Maintenance Superintendent or designated person.

SUPERVISION EXERCISED:

Acts as the lead worker for building maintenance personnel, supervises temporary employees, or community service workers or DOC inmate workers as required or as assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- As assigned, assists in the training and/or supervision of other building maintenance personnel, temporary employees, community service workers or DOC inmate workers.
- Assists in planning and assignment of work schedules for building maintenance crews.
- Performs semi-skilled, skilled and technical repairs, alterations, remodels, and maintenance of the City's buildings, along with general custodial duties.
- Performs preventative maintenance on building systems and equipment per preventative maintenance schedule and work order system.
- Keeps records and logs of work completed, materials required, labor hours, etc.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Creates written estimates and detailed drawings for small remodels, and building projects.
- Performs rough and finished carpentry.
- Installs new flooring such as wood, linoleum, carpet or tile.
- Performs bench carpentry using shop equipment and power tools such as drills, saws, sanders, planers, air nailers, routers, and radial arm saws.
- Builds tables, cabinets, shelves, and desks from rough sketches and blueprints.
- Assembles, installs and repairs pipes, fittings and fixtures of water, heating and drainage systems.

- Installs pre-hung, slab, wood-framed, and metal doors and window frames.
- Performs preventive maintenance and minor repairs of heating, air conditioning, and air distribution systems.
- Pours concrete to make floors, walkways, pads or other projects.
- Lays building materials, such as brick, tiles, block, and glass.
- Repairs or replaces leaking and defective roofing using materials such as roll roofing, roof coating, primer sealers, flashing, etc., and installs roofing tiles.
- Repairs doors, door checks, and locks.
- Repairs window frames, tables, chairs and other wooden equipment.
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers.
- Performs plaster work and does patch plastering on old wall surfaces.
- Installs and makes routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, ballasts, and adds/replaces breakers.
- Inspects, repairs, replaces or installs plumbing systems and components (e.g., water heaters, drain lines, valves, faucets, etc.).
- Studies building plans and drawings to determine materials, tools, and sequence of work to be performed.
- Cleans equipment and work areas.
- Effectively interacts with City staff and others to determine maintenance, repair or remodeling requirements and preferences.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, recommend alternatives, and work cooperatively and jointly to provide quality, effective customer service.
- Maintains Safety Data Sheets (SDS) for the chemicals and supplies utilized in the facility and send Risk Management current and updated SDS.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- In consultation with supervisor, prioritizes and responds to service requests and work orders submitted to successful resolution.
- May provide technical expertise to facilities personnel and monitor outside contractors as directed by the division supervisor to assist and ensure completion of work.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to both internal and external customers.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES:

- May serve on various employee committees, as required and assigned.
- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED equivalent.
- Seven to ten (7-10) years of building maintenance, construction, or repair experience.
- Possession of journey-level certification in area of assignment (or demonstrated journey-level proficiency): electrical, HVAC, carpentry, plumbing, etc. preferred.
- Supplemental education or technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent, accredited college or university desired.
- Completion of an acceptable apprenticeship program desired.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Knowledge:

Working knowledge of equipment, materials and supplies used in building and grounds maintenance and in such areas of electrical, plumbing, HVAC, carpentry; Equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions. Methods, practices, tools and materials used in building maintenance and repair work; Occupational hazards and necessary safety precautions applicable to building maintenance work; Estimating, costing and ordering materials to complete work assignments; Local, State and Federal building codes to perform building maintenance and repair work which will meet code requirements; sufficient mathematics to calculate amounts of materials needed and to measure materials to be laid out, cut, shaped, joined, etc.; Local, State and Federal carpentry, plumbing, electrical, heating, ventilation and air-conditioning (HVAC) codes to perform installation, maintenance and repair work which will meet code requirements.

Skills:

Skill in the safe, effective operation; and care of hand tools and power equipment necessary to perform various building maintenance, renovation and repair tasks; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Preparing and maintaining records; Read and interpret blueprints and sketches; Working in a team environment; Providing customer service; Utilizing a computer and relevant software applications; Effective communication and interpersonal skills as applied to interaction with coworkers, City employees, supervisor, vendors, and the general public sufficient to exchange or convey information and to receive work direction.

Abilities:

Ability to work independently and to complete daily activities according to work schedule; lift heavy objects; walk and stand for long periods of time; communicate orally and in writing; use equipment and tools properly and safely; understand and follow written and oral instructions; establish and maintain effective working relationships with those contacted in the course of work and communicate clearly, conveying information and ideas to others in an open, honest, collaborative manner within and outside the organization; Adapt to changing work priorities; Troubleshoot and offer solutions to effectively maintain facilities and systems; Perform mathematical calculations (addition, subtraction, multiplication, division and algebra) to design project, calculate cost, labor and material estimates; Participate in teamwork productively; Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, in group settings or using a telephone; Observe or monitor objects to determine compliance with prescribed operating or safety standards; Measure distance using a tape measure or other measuring device; Use graphic instructions such as blueprints, layouts, or other visual aids; Review or check the work products of others for conformance to standards; Work safely without presenting a direct threat to self or others; Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.

Special Requirements:

- Valid Arizona Driver's License or ability to obtain one upon hire.
- Based on assignment, may be required to participate and obtain OSHA work site safety training certifications.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign Off:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____