CITY OF SELMA
JOB DESCRIPTION

Job Title: Building Maintenance Technician

Department: Public Buildings

FLSA:

Grade:
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director – Public Buildings/Facilities

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Environmental Protection Agency (EPA); Contractors; Vendors

Job Summary

Under supervision of the Director – Buildings/Facilities, the employee performs routine maintenance and repair of assigned areas of City facilities requiring multiple skills in more than one trade (i.e., heating, ventilation, and air conditioning [HVAC], electrical, plumbing, carpentry, and painting trades). Employee conducts daily inspections of facilities and maintains records of work; performs general building maintenance work. Completes maintenance work order requests and records maintenance activities. The employee assists in preparing facilities for special events; and performs some administrative duties as required. Employee exercises independent judgment in completing assigned work. Work is performed in accordance with established procedures and is subject to inspection and approval by a supervisor. This is a fully qualified job in the building-facility maintenance job family. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Facility Maintenance and Repair. Performs various general maintenance and repair work to maintain, upkeep, repair, install, and/or renovate City buildings and facilities following Departmental guidelines to ensure facilities are safe and aesthetically pleasing.

1. Receives work assignments from the supervisor.
2. Assists in all phases of facility maintenance, including reporting, and correcting routine maintenance problems.
3. Conducts inspections of City facilities to assist in determining maintenance requirements.
4. Assists in prioritizing work orders by considering the importance of the work and the time needed to complete the work.
5. Requests supplies by completing requisitions and/or supply requests in order to maintain a ready supply of materials on hand for work assignments and to schedule work.
6. Performs preventative maintenance on electrical equipment and buildings.
7. Conducts repair and maintenance on multi-phased electrical systems up to 600 volts.
8. Replaces incandescent, fluorescent, metal halide, and other types of high intensity lights at varying heights using ladders, lifts, and catwalks as needed to reach lighting.
9. Repairs light fixtures to include repairing or replacing ballasts, light sockets, and lenses.
10. Troubleshoots electrical systems to include electrical circuits, motor starters, disconnects, thermostats, and other safety devices.
11. Repairs or replaces light switches and receptacles to include rewiring and installing new receptacles, switches, or base plugs.
12. Changes fuses or resets breakers in panel boxes as needed to ensure equipment is operating.
13. Installs additional electrical devices to include conduit, wire, boxes, and protection devices. Installs conduit and wiring fixtures as needed for installing lighting.
14. Installs telephone, video, and surveillance system cables and equipment.
15. Resets pneumatic controls as needed in order to adjust or reset temperatures and to reset automatic timers on lighting systems as needed.
16. Performs routine plumbing maintenance throughout City facilities.
17. Troubleshoots plumbing systems to leaks, stoppages, and flow issues.

18. Inspects and repairs or replaces plumbing fixtures to include repairing faucets, flushing valves, unstopping drains, repairing commodes, sinks, tubs, disposals, dishwashers, booster heaters, drains, and supply lines.
19. Installs, repairs, and maintains, pipes, fixtures, and other plumbing used for water distribution and wastewater disposal in commercial and industrial buildings within the City.
20. Performs rough-in of plumbing and plumbing fixtures in new construction and remodel projects.
21. Repairs and replaces toilets, sinks, and urinals.
22. Maintains the recirculation systems to include pumps and pump motors.
23. Performs carpentry work in the repair, construction, or remodeling of City facilities.
24. Repairs or replaces and installs wood and metal doors and door units to include measuring and hanging the door and installing handles, locks, and mail drops.
25. Repairs, constructs, or installs cabinets or drawers to include measuring for cabinets and spacers, determining the proper placement of cabinets and measuring area to determine appropriate size for cabinets.
26. Repairs or installs flooring by measuring area and computing materials needed, removing old flooring, replacing sub floor cutting new floor or tile.
27. Paints walls, ceilings, doors as needed using brushes and ladders.
28. Performs maintenance and replacement of roofing, gutters, and drainage systems on City buildings.
29. Installs handicap rails and ramps.
30. Replaces and adjusts ceiling tiles.
31. Performs demolition of facilities as required.
32. Develops material lists and estimates costs for projects.
33. Assists in moving furniture and equipment for office moves.

ESSENTIAL FUNCTION: HVAC Maintenance. Installs, operates, troubleshoots, and repairs HVAC systems using applicable codes and regulations to maintain efficient operation of heating and air equipment.

1. Operates, troubleshoots, repairs, services, and maintains HVAC systems variable air volume boxes and controls, air cooled chillers, air handlers, low pressure boilers, evaporators, chilled and hot water pumps, condensers, motors, drive mechanisms and control systems.
2. Operates, troubleshoots, maintains, and repairs all types of control systems for manual, mechanical and electrical systems on air conditioning, boiler, air-handling, refrigeration, electrical and water systems.
3. Operates, troubleshoots, repairs, and services the natural gas systems including valves, piping, regulators, controls, and equipment.
4. Provides full spectrum maintenance and installation on piping, valves, and instrumentation to include refrigerant piping, chilled and hot water lines, gas lines, portable water lines and boiler feed services; cuts welds and patches lines, as necessary.

5. Services gas-fired heaters, boilers, water heaters and other equipment.
6. Performs scheduled maintenance on HVAC systems and other equipment as needed, including compressor change-outs and repairs and remove, replace, and recycle refrigerants.
7. Adjusts and monitors electrical, digital and computer energy management system as required to maintain comfortable building temperatures.
8. Analyzes, troubleshoots, and repairs or replaces electrical breakers, control boxes, and circuits on electrical systems and equipment.
9. Installs air conditioning and heating equipment including ducting, diffusers, supply/return grilles, interfaces, variable air volume boxes, etc.
10. Installs, repairs, and maintains generators, transformers, circuits, wiring, and other electrical systems and equipment supporting HVAC functions in accordance with pertinent codes, standards, and regulations.
11. Repairs and maintains City-owned refrigerators and ice machines.
12. Changes filters and cleans drains to ensure proper function of HVAC units.

ESSENTIAL FUNCTION: General Maintenance Activities. Employee performs general manual labor tasks supporting other maintenance trades maintaining City facilities.

1. Maintains activity logs to establish a historical reference of work performed at a facility or piece of equipment.
2. Prepares forms for concrete pours.

NON-ESSENTIAL FUNCTION:

1. Assists with City special events such as placing barricades and barriers.
2. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City facilities to include their location, equipment used, facility layouts, appropriate times to perform maintenance, and contacts as needed to perform maintenance efficiently and minimize disruption.
3. Knowledge of a wide variety of principles and techniques of a specialized area, physical plant, or working knowledge of a professional discipline to apply concepts, methods, and procedures to practical situations, and sufficient comprehension to detect and correct complex problems.
4. Knowledge of troubleshooting techniques.

5. Knowledge of basic electrical principles, codes, and regulations related to installation of lights, switches, and circuit breakers and the maintenance of electrical equipment.
6. Knowledge of plumbing principles and techniques related to clearing drains, installing/repairing fixtures, and maintaining water-cooling systems.
7. Knowledge of construction procedures and methods for building, altering, repairing, and maintaining various structures, equipment, fixtures, and/or furniture as needed to construct and maintain properties and equipment.
8. Knowledge of the operation of commercial HVAC in order to detect and identify problems.
9. Knowledge of mechanical operation and maintenance procedures for building equipment such as motors, pumps, appliances as needed to perform preventative maintenance and repair/replacement of equipment.
10. Knowledge in working with concrete and masonry.
11. Knowledge in the use of various power and hand tools to complete tasks.
12. Knowledge of safety rules including accident causation and prevention.
13. Communication skills to effectively communicate internally and externally, both orally and in writing.
14. Reading skills to understand and interpret construction drawings, technical manuals, equipment maintenance manuals, building codes and state and federal regulations, procedures, and instructions.
15. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
16. Writing skills to prepare logs, reports, and other materials using correct English, grammar, punctuation, and spelling.
17. Math skills to perform basic mathematical calculations.
18. Skills in operating and/or maintaining building, plumbing, and electrical equipment, etc.
19. Skills in using various power and hand tools.
20. Ability to read and interpret blueprints and drawings.
21. Ability to comprehend and carry out simple instructions within a dynamic work routine.
22. Ability to work independently with minimal supervision.
23. Ability to estimate materials needed to complete assigned jobs.
24. Ability to keep records and submit written reports of equipment, repair, and maintenance activities.
25. Ability to make needed adjustments/mechanical repairs, maintenance, and installations on a variety of heating, ventilating, and air conditioning systems as well as peripheral equipment.
26. Ability to use computers and office productivity software.
27. Ability to operate/use test equipment, work with motorized equipment.
28. Ability to troubleshoot equipment using visual and auditory inspections.
29. Ability to operate power and hand tools.
30. Ability to fit pipe, braze and solder fittings.
31. Ability to work around energized electric systems.

32. Ability to climb ladders and lift up to 50 pounds or more in performance of maintenance and custodial duties.
33. Ability to work indoors and/or outdoors, and in confined spaces.
34. Ability to wear personal protective equipment (PPE).
35. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; technical training in HVAC or related area is preferred.
2. Minimum of two (2) years of full-time experience in building/facility maintenance and commercial/industrial HVAC systems including chilled water systems; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to obtain and maintain a Universal Refrigerant Handler's Certificate issued by an Environmental Protection Agency (EPA)-recognized body within six (6) months of hire.
5. Ability to work non-standard hours and overtime as required.
6. Ability to travel to City locations as required.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.