



JOB DESCRIPTION

Class No: 726

Job Title: Building Maintenance Tech

Pay Group: 13

EEOC Category: Service-Maintenance

Date: September 23, 2002

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: To perform general building/facility maintenance.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Parks Superintendent, Crew Leaders

Directs: Occasionally directs contractors and vendors.

Other:

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Responsible for general facilities maintenance including basic plumbing, electrical and minor building repairs. Perform and implement preventative maintenance programs. Requires strong written and verbal communication skills, astute attention to detail and the ability to work with limited supervision.	75%	M	A,B,C,D,E,F,H, J,K,L,N,O

May occasionally supervise vendors and contractors; assist Superintendent in the departmental budget preparation; perform preventive maintenance and minor repair on facility equipment as assigned; inspect and repair facilities to operate efficiently within environmental compliance guidelines; maintain job reports and time sheets.	10%	M	A,B,C,D,E,F,G, H,I,J,K,L,M,N, O,P,Q,R,S
Perform a variety of tasks related to building maintenance, facility maintenance, including but not limited to; changing the lamps of light fixtures, changing A/C filters, ordering and replacing flags, inspecting fire extinguishers and emergency backup systems or emergency lighting.	5%	H	A,B,C,D,E,F,G H,I,J,K,L,M,N, O,P,Q,R,S
Perform manual labor tasks such as loading, unloading, lifting, carrying, pulling, pushing or moving objects, climbing, bending or crawling.	5%	H	A,B,C,D,E,F,G,H I,J,K,L,M,N,O,P, Q,R,S
Clean and maintain tools, equipment, vehicles and HVAC equipment as appropriate.	3%	M	ALL
Be available for after hour on-call.	1%	L	Q,R,S,T
Perform related duties as assigned.	1%	L	ALL

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>F</u> G. Reaching	<u>F</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>F</u> H. Handling	<u>F</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>F</u> N. Twisting	<u>C</u> S. Talking
<u>F</u> D. Lifting	<u>F</u> J. Kneeling	<u>F</u> O. Climbing	<u> </u> T. Other
<u>F</u> E. Carrying	<u>F</u> K. Crouching	<u>O</u> P. Balancing	
<u>F</u> F. Pushing/ Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	Inspecting buildings and grounds
SITTING	Operating motor vehicle or computer equipment
LIFTING/CARRYING	Moving office furniture, tables and chairs
REACHING	Changing lamps, pulling wire, replacing ceiling tile
HANDLING	Small tools and building equipment
BENDING	Repairing restroom fixtures

KNEELING	Repairing electrical outlets, removing objects from floor mats
VISION	Inspecting facilities

NON-PHYSICAL DEMANDS:

- | | | | |
|----------|--|----------|---|
| <u>F</u> | time pressures | <u>C</u> | noisy/distracting environment |
| <u>F</u> | emergency situations | <u>F</u> | tedious exacting work situation |
| <u>O</u> | irregular schedule/overtime | <u>C</u> | working closely with others as part of a team |
| <u>R</u> | danger/physical abuse | <u>C</u> | performing multiple tasks simultaneously |
| <u>F</u> | frequent change of tasks | _____ | other (describe below) |
| <u>R</u> | varying periods of idle time interspersed with emergencies requiring intense concentration | | |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Works indoors and outdoors in hot, cold, and/or wet weather, exposure to noise and dust from machinery, toxic chemicals.

KNOWLEDGE AND ABILITIES:

- Knowledge of:
- City and departmental policies and regulations related to safety.
 - OSHA rules and regulations, uniform building codes, fire codes and ADA requirements.
 - Contract requirements.
 - Minimum 3 years' experience in the operation, repair and maintenance of building structures and building system equipment.
 - Must communicate well with supervision, peers and the public.
 - Must have a valid drivers license.
 - Must exercise a great deal of judgment in resolving problems in the act of repairing buildings and facilities.
 - Proper techniques, safety procedures, and uses of a variety of hand, power and mechanized equipment.

- Ability to:
- Perform strenuous manual labor tasks; lift and carry loads up to 100 lbs.
 - Perform manual labor tasks in all types of weather conditions.
 - Perform basic light equipment maintenance tasks.

- Follow written and verbal instructions.

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school diploma or GED equivalent. Three years experience in the building maintenance or related field.

CERTIFICATES/LICENSES REQUIRED:

- Valid Texas Drivers License

I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Printed Name

Signature

Date