

CITY OF TUALATIN

Classification Description

Job Title: Facilities Maintenance Technician
Department: Operations
Reports To: Maintenance Services Supervisor
FLSA Status: Non-Exempt

SUMMARY: Performs a wide variety of manual, semi-skilled and skilled tasks in the maintenance of City buildings and facilities. Performs general maintenance projects on all municipal buildings. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Performs general maintenance duties in municipal buildings and grounds including carpentry, plumbing, limited electrical, and heating ventilation and air-conditioning systems.

Performs assorted maintenance and construction activities such as constructing brick walkways, sidewalk extensions, interior and exterior building surface repairs, modifications, and painting.

Performs routine preventative and field maintenance of stationary and portable woodworking equipment and other power and hand tools.

Operates a wide variety of light and heavy equipment.

Sets up tables and chairs in conference rooms, training centers and other city facilities.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities; may give direction to CE2 students, community service workers and/or volunteers.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Certificates, Licenses, Registrations: Possession of a valid Oregon driver's license. Possession of, or ability to obtain First Aid and CPR certification. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties and/or a valid Oregon Commercial driver's license.

EDUCATION and/or EXPERIENCE: Three years of experience in a general building maintenance or construction field. Sufficient education to ensure the ability to read and write, and related course work in building maintenance preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.