



## Town of Oro Valley Classification Description

Title: **FACILITIES MAINTENANCE TECHNICIAN**

Department: Public Works

Job Code: 3220

Salary Grade: 109

FLSA Status: Non-Exempt

### **POSITION SUMMARY:**

Under general supervision, performs a variety of maintenance and repair duties involving heating, ventilation and air conditioning (HVAC), electrical work, carpentry, plumbing and painting to maintain Town facilities.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Performs a variety of maintenance and repair duties involving heating, ventilation and air conditioning (HVAC), electrical work, carpentry, plumbing and painting to maintain Town facilities.
- B. Performs inspections of buildings and facilities as directed to determine upcoming maintenance, repair or replacement needs.
- C. Performs minor painting, carpentry, concrete and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- D. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- E. Prepares, maintains and replaces various surfaces and paints on numerous types of structures and equipment (e.g. walls, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion.
- F. Maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- G. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- H. Inspects and tests plumbing fixtures and equipment, detects malfunctions and repairs and maintains plumbing, pipes, valves, toilets and sinks. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain pipes and similar devices, etc.).
- I. Dismantles defective apparatuses and equipment and assists in the installation of new or repaired parts for facilities.

- J. Assembles, repairs and transports furniture and supplies.
- K. Maintains regular and reliable attendance.
- L. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town and Department policies and procedures.
- Knowledge of facilities, maintenance and repair methods and techniques.
- Knowledge of OSHA regulations and safety procedures related to maintenance activities and use of maintenance tools.
- Ability to read and interpret plans, documents, maintenance instructions and procedure manuals.
- Ability to communicate both verbally and in writing.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Two (2) years' experience in facilities maintenance including plumbing, painting, carpentry, electrical, HVAC or related work; **OR** an equivalent combination of education and experience.
- Basic understanding of electrical, plumbing and carpentry required.
- Must possess at time of application and maintain an Arizona driver's license.
- Successfully complete background and fingerprint clearance.

**PREFERRED QUALIFICATIONS:**

- Commercial Examination for Electrical (Commercial) L-11 Certification.

**REQUIREMENTS:**

- Must have the ability to climb steps and ladders, bend, stoop, push pull and lift up to fifty (50) pounds on a routine basis.
- Must be able to work outside in hot or cold conditions.
- Must be willing to work overtime as required.
- Must be willing to work alternate shift arrangements as required per Town's "on call" procedures.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.
- Work may be performed in adverse weather conditions.
- Work may be performed at various locations.