

SENIOR BUILDING MAINTENANCE TECHNICIAN
Code Number: 47203

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

SUMMARY DESCRIPTION

Under direction, performs a wide variety of skilled tasks in the construction, alteration, maintenance, and repair of City buildings and facilities; maintains and operates tools, equipment, and vehicles; may provide lead supervision as assigned; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Maintenance Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, the requirement for developing project plans for work performed by contractors, and the non-routine, non-recurring nature of most assignments. Incumbents in this class may also function in a lead capacity over other Building Maintenance Technicians. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Alters, repairs, or constructs articles and structures of wood and/or metal, such as room additions, partitions, walls, benches, tables, and counters.; repairs and maintains doors, windows and sashes; replaces window glass.
- Operates hand, power and shop tools used in the course of building construction, woodworking, and building maintenance such as power drills, saws, drill presses, joiners and planners; operates electrical testing equipment, multi-meters, digital clam on HI testers.
- Uses brushes, rollers or spray gun in applying paint, varnish, shellac, lacquer or other protective or decorative finishes to various surfaces; scrapes, sands, fills or otherwise prepares surfaces for painting or repainting; applies under and finish coats.
- Installs, repairs, and replaces hinges, locks and dead bolts; makes keys as necessary.
- Performs concrete, plaster, drywall, brick, and concrete masonry work.
- Installs and repairs plumbing fixtures, water heaters, back flow preventors, and water piping; packs faucets, and wipes and flushes joints; cleans out drains and removes obstructions in water systems.
- Makes repairs to electrical systems, appliances and fixtures; rewires and replaces defective devises and worn parts.

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- Installs circuits, breakers, controls, timers, switches and motors, including low and high voltage and three phase and single phase electrical systems.
- Performs maintenance and repairs on automatic car/bus wash, high pressure steam cleaners, electrically operated vehicle gates, electrically operated roll up overhead doors and air compressors.
- Checks motor efficiency, determining losses in efficiency of the rotor, stator, core loss, stray load loss, friction and wind loss and brush contact loss; makes adjustments as necessary.
- Maintains and services heating and air conditioning systems.
- Installs and repairs linoleum, ceramic tiles, base boards and carpeting.
- Reads and interprets blueprints, drawings, specifications and manuals; estimates time, materials, equipment and labor hours for assigned projects; requisitions materials as required.
- Coordinates and oversees assigned projects; interfaces with contractors, subcontractors, and building inspectors; authorizes modifications and approves recommendations during projects; interprets contracts documents; reviews submittals and progress payments; coordinates completion of work with a variety of departments to insure work continuity and minimal disruption of City operations.
- Operates small trucks and performs utility duties such as loading, hauling and unloading of materials and supplies.
- Inspects City facilities for compliance with safety standards including inspecting fire extinguishers and alarm systems.
- As assigned, operates and monitors fire alarm systems; trains City employees in its basic operation.
- As assigned, operates and monitors the City's security card access system; ensures system is operating properly; controls access levels; takes and issues new/replacement identification photos.
- As assigned, obtains building permits for all additions of equipment and working spaces; prepares drawings, technical data, specifications and project packages for final approval.
- Completes basic records, such as work orders, time sheets, requisitions, and accident reports; makes oral and written reports of work done.
- Supervises and trains the work of other assigned building maintenance or custodial staff.
- May be assigned to perform custodial assignments, when necessary.
- Responds to emergency calls as necessary including those after hours.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a building maintenance, repair, and construction program.
Pertinent federal, state, and local codes, laws, and regulations including Uniform Building Code, National Electrical Code and the Uniform Plumbing Code.
Advanced principles, methods, materials, tools and equipment used in the building industry such as rough and finish carpentry, cabinetry, and wood finishing.
Advanced principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper, and PVC pipe, including HVAC maintenance.
Principles of electricity, including motors, controls, fuses, breakers and ground fault protection.
Advanced methods and materials used in concrete work, surface patching, and brick and masonry repair.
Surface preparation and application of paints appropriate to different internal and external surfaces.
Safe operation and maintenance of a wide variety of testing equipment hand, power and shop tools, and equipment common to the fields of plumbing, carpentry, and related building trades.
Office procedures, methods, and equipment including computers and applicable software applications.
Mathematical principles.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.
Principles of lead supervision and training.

Ability to:

Perform skilled tasks involved in a variety of building maintenance, repair, and construction activities.
Oversee and coordinate projects.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Operate and maintain specialized tools used in carpentry, plumbing, and related building trades.
Measure and calculate angles, lengths, and volumes.
Design, lay out and prepare sketches for carpentry and related construction jobs.
Estimate necessary materials and equipment to complete assignments.
Exercise independent judgment and initiative without close supervision.
Read and interpret manuals, specifications, drawings and blueprints.
Perform shop mathematics.
Lead, organize, and review the work of staff.
Utilize standard office equipment including computers and related software applications.
Prepare clear and concise reports.
Maintain records including time and material use records.
Ensure adherence to safe work practices and procedures.
Work under steady pressure with frequent interruptions.
Learn and apply new information or new skills.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Respond and perform assigned duties in the event of a City-declared emergency.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of responsible building maintenance , repair, and construction experience including two years of experience comparable to a Building Maintenance Technician II with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

A valid class B California driver's license may be required for some positions.

A general contractor's license is desirable.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The conditions herein 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 job functions.

Physical: Primary functions require sufficient physical ability to work indoors and outdoors; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry, and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Indoor and Outdoor environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels; interacts with City staff, other organizations and the public.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.