City of Bellingham
Classification Specification

CLASS TITLE	**Facilities Maintenance Technician**
DEPARTMENT	**Public Works\Operations**
UNION:	**1937**
SG:	**112**
CS:	**Promotional**
FLSA:	**Y**
EE04/SOC CODE:	**SC/49-9099**

NATURE OF WORK:

Performs skilled multi-discipline operational and maintenance work on assigned buildings, facilities and equipment. Responsible for applying in-depth knowledge and well-developed skills to a broad variety of complex facilities maintenance tasks, special assignments or projects. Serves as lead worker as assigned providing training and instruction to lower classified staff.

Operates and maintains heating, ventilation and air conditioning (HVAC) equipment; steam and hydronic boilers; electrical distribution and lighting systems; electronic and computerized control systems; emergency power generation and distribution; mechanical systems and pneumatics. Performs plumbing, carpentry, flooring installation and repair, surface preparation and painting. Maintains outer envelope of buildings including roofing, siding, and windows. Conducts inspections on all building systems and recommends capital replacements and improvements. Works with Purchasing Division to write specifications and source supply.

DISTINGUISHING CHARACTERISTICS:

The Facilities Maintenance Technician is distinguished from the Facilities Maintenance Worker III by the recognized level of responsibility and expertise required to perform skilled multi-discipline diagnostic, preventative, corrective, rebuild, upgrade and special project facilities maintenance tasks in all technical areas independently. The Facilities Maintenance Technician may act as lead worker and provides daily work direction and technical instruction to lower classified staff in the completion of specialized, complex or difficult work. The Facilities Maintenance Technician is expected to be skilled at visualizing the desired end product, problem solving and using equipment and resources to maximum advantage.

The Facilities Maintenance Technician is distinguished from the Maintenance Specialist classification by the Maintenance Specialist's level of expertise and experience, primary responsibility for speciality projects and responsibility for work planning and work distribution.

The Facilities Maintenance Technician position is filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Reports to the Facilities Manager. Receives work assignments and technical direction from the Facilities Maintenance Specialist. Works under general supervision according to City and department policies, procedures and regulations. Serves as a lead worker and provides training and technical instruction to lower classified staff.

ESSENTIAL FUNCTIONS:

1. Plans, schedules and performs skilled operational and maintenance activities to meet applicable federal, state and local regulations; industrial standards; and project specifications. Performs full range of maintenance and repairs including the electrical, mechanical, plumbing, carpentry, general building maintenance and custodial work of assigned facilities and equipment. Initiates, coordinates and schedules various contract or outside services when appropriate.

2. Performs skilled preventative maintenance on electrical distribution and lighting systems; HVAC equipment such as boilers, fans, air conditioning, compressors and chilled water systems; domestic water systems; and plumbing fixtures. Disassembles, cleans, inspects, and reassembles boilers for inspection. Oils and greases mechanical equipment.

3. Initiates and performs corrective maintenance such as diagnosing, troubleshooting, replacing, adjusting and rebuilding defective machinery, equipment and associated systems or components. Replaces circuit breakers and receptacles; rebuilds/repairs steam system valves and condensate traps.

4. Installs new and replaces existing electrical, mechanical, and plumbing system components including lighting; motors; pumps; controllers; HVAC; fans; compressors; water, air, and wastewater lines and fixtures. Demolishes and constructs new walls, ceilings, and floors.

5. Maintains proper heating and cooling levels within facility; ensures that controls are in proper working order; sets controls for efficient operation of equipment; calibrates and adjusts pneumatic, electric, and electronic controls. Utilizes computerized control systems to ensure comfort and energy conservation.

6. Operates and maintains building security and life and safety equipment including locks, burglar alarms, fire protection and notification systems, and signage. Locks and unlocks buildings; secures buildings when not in use by checking for unlocked doors and windows; reports any unauthorized occupants. Utilizes computerized access systems to set occupancy schedules.

8. Makes on-site assessments of assigned projects; determines appropriate equipment and materials to complete work according to specification. As necessary, adapts equipment and materials to meet specific requirements.

11. Performs maintenance management system computerized data entry, work order and report functions to log, chart, plan and report complete and accurate records of work performed.

15. Participates in meetings, training, communications and related activities.

16. Serves as lead worker providing on-site oversight, technical instruction and hands on training for lower classified staff or temporary personnel as assigned. Ensures project safety.

17. Assists in planning and executes small projects independently or as lead worker, including initiating and completing work orders, requesitions, monitoring work performed and completing associated reports.

18. Assists Maintenance Specialist and Facilities Manager in planning and execution of major projects.

19. Performs all tasks of Facilities Maintenance Worker I/II/III as needed.

ADDITIONAL WORK PERFORMED:

1. Performs related duties of similar nature or level within the scope of the classification.

3. May work weekend, holiday, or emergency shifts independently with and without supervision.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Working knowledge of the City's overall building operating systems to include electrical, plumbing, lighting, HVAC, generators/UPS and cabling for IT and security systems.
- Working knowledge of the Public Works building maintenance operations policies, procedures and guidelines.
- Cleaning methods, supplies and safety practices in custodial/maintenance work.

Skill in:
- Technical skill to perform multi-discipline troubleshooting, preventative and corrective maintenance tasks in all skilled trades including HVAC, electrical, electronics, mechanical, pneumatics, plumbing, carpentry, flooring repair and installation, painting and surface preparation.
- Safe and efficient use of a wide variety of hand and power tools and light equipment including, but not limited to, table saws, chop saws, drill presses, portable lifts, power snakes and power operated fastening systems; operates forklifts and lift trucks.
- The use of common electronic and electrical tools such as digital volt ohm meters, ammeters and oscilloscopes.

Ability to:
- Communicate effectively orally and in writing.
- Follow written and oral directives including instructions on labels for the proper use of cleaning materials.
- Work independently in carrying out assigned tasks.
- Read, research and follow technical manuals, blueprints and drawings.
- Perform simple addition, subtraction, multiplication and division with quantitative methods applicable to a facilities maintenance environment.
- Utilize computerized systems including City e-mail system; basic word processing programs; maintenance management, security, centralized HVAC and energy management programs.

- Learn computer systems for HVAC and maintenance management, and diagnostic software systems for City facilities.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
  - Read instructions;
  - Work safely around equipment;
  - Effectively monitor and respond to voice radio and crew communications, and alarms in a noisy environment;
  - Continuously perform work near the floor ;
  - Ascend to, and work from, heights of up to 100 feet;
  - Work occasionally in confined spaces;
  - Lift and transport heavy objects of approximately 50 lbs. frequently;
  - Lift and transport weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain. The work may be in a high-risk environment including electrical voltage, extreme temperatures and heights, operation of power equipment and motorized vehicles and exposure to noise, vibration and airborne particles. Employees may be required to use personal protective equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent.
- Six years of progressively responsible experience in facilities maintenance including a combination of HVAC, electrical, plumbing and carpentry.
- At least two years of experience as Facilities Maintenance Worker 3 at the City of Bellingham.
- Certified Building Operator (CBO). Must maintain certification throughout employment.
- Certified Pool & Spa Operator (CPO). Must maintain certification throughout employment.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Must maintain first aid/CPR certificationthroughout employment.
- Must maintain Forklift operator certificationthroughout employment.
- Must be able to report for emergency call-out within sixty (60) minute response time as assigned. Holiday, emergency and weekend work may be required.

PREPARED BY: M. Olinger
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7/20

REVIEWED BY: _____
Eric Johnston, Director
Public Works

COMMISSION ADOPTION: November 18, 2020

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