

CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS

<u>BUILDING MAINTENANCE TECHNICIAN I</u>			
Department:	Public Works	Sub-Department:	Building Maintenance
Reports To:	Building Maint Tech II	Backed Up By:	Building Maint. Tech II
Supervises:	None	Backs Up:	As Assigned
Pay Range:	8	Classification:	Temporary Full-Time
FLSA Status:	Non-Exempt	Updated:	01/06, 09/12

GENERAL FUNCTIONS

Performs building maintenance of City owned and operated facilities.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Performs repairs and preventative maintenance tasks of City buildings which includes, but is not limited to, heating, ventilation and cooling systems, hot and cold water plumbing systems and electrical components and carpentry repairs.
2. Operates a variety of building construction and maintenance equipment including, but not limited to, power hand tools and electrical diagnostic testing equipment.
3. Performs snow plowing and sanding duties as assigned.
4. Performs periodic testing and maintenance of emergency generator equipment including automatic transfer switches.
5. Repairs, installs, maintains and troubleshoots electrical devices and equipment associated with new and existing facilities.
6. May assist with labor and materials estimates for building and equipment repairs and/or replacement.
7. Maintains and repairs fire alarm systems and fire extinguishers.
8. Fills in for Building Custodians as needed.
9. Assists in maintenance of parks and recreation facilities, water and sewer systems as needed.
10. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Three years experience in maintenance or construction on various types of commercial and/or public buildings is desirable. Must be skilled in use of power tools, near journeyman level skills in the four building crafts and possess a valid Driver’s License. Training and knowledge of pneumatic controls desired. High school diploma or GED required with college or vocational courses appropriate to the position. Familiar with and knowledgeable of the current Federal and State Uniform Building Codes, Electrical Standard Codes and Fire Codes. Requires the ability to establish and maintain an effective working relationship with others.

DECISION MAKING RESPONSIBILITIES

Direction is given daily of a general nature. Responsible for maintenance and operation of expensive equipment. Must be capable to make valid judgment about condition of equipment and building conditions. Individual judgment is particularly important in situations where dangerous conditions may exist. Activities are a moderate source of potential liability to the City. Moderate budget authority at unit level with responsibility for building and equipment repairs.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

Moderate frequency of contact with key City personnel and the general public. Moderate frequency of contact with key service personnel and the general public. Infrequent contact with government officials and attendance at public meetings.

WORKING CONDITIONS

Moderate frequency of exposure to adverse weather conditions and hazardous working conditions. Involves frequent heavy, physical effort in lifting or moving equipment between 50 to 100 pounds. Working in awkward or confined positions with tools or equipment. On call duty and overtime may be required. Shift duty is required and possible weekends.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature Date

Supervisor Signature Date

City Manager Signature Date

Personnel Director Signature Date