

City of San Bruno

CLASS SPECIFICATION

CLASS TITLE:

FACILITIES TECHNICIAN I/II

DEFINITION:

To perform skilled work in several trades in the maintenance and repair of City owned properties and buildings, and heating, ventilating, and air conditioning equipment; perform technical duties in areas including carpentry, plumbing, electrical, painting, and mechanical in addition to miscellaneous duties based on needs, assigned by supervisor and or manager.

DISTINGUISHING CHARACTERISTICS:

Facilities Technician I - This is the entry level class in the Facilities Technician series. Positions in this class typically require little directly related work experience. The Facilities Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Facilities Technician II - This is the journey level class in the Facilities Technician series and is distinguished from the I level by the assignment of the full range of duties, certification as a Backflow Tester, and possession of HVAC training, Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Facilities Technician I

Receives immediate supervision from an assigned supervisor or manager.

Facilities Technician II

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Perform a variety of skilled tasks in the construction and repair of City facilities, including work on plumbing, mechanical, construction, Heating, Ventilation and Air Conditioning (HVAC) and electrical systems.

- Install, maintain, and repair a wide variety of electrical components in the City's buildings, facilities, parking lots, and parks.
- Respond to complaints regarding functional areas such as facility needs, irrigation system problems, grounds concerns; analyzes situation and performs appropriate remedial actions.
- Install and adjust various equipment, such as shelving, piping, electrical, and furniture; performs excavation work; installs and repairs utilities.
- Perform general carpentry work in the alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, walls, doors, windows, screens, scaffolding forms, wood fixtures and furniture; operate hand power tools associated with the carpentry trade.
- Repair plumbing fixtures such as sinks, toilets, and basins; pack faucets and replace washers, reset loose fixtures, clean out obstructions in water and sewer systems using power and hand snakes.
- Remove and replace existing water heaters, plumbing fixtures, and associated piping.
- Repair or replace electrical fixtures, switches, outlets, breakers and wiring. Install new electrical and communication circuits.
- Clean and repair surfaces to be painted. Paint exterior and interior walls, ceilings and cabinet work, using brush, roller or spray gun. Varnish, stain, or shellac wood surfaces. Mix paint to obtain desired colors, hues, and tints.
- Prepare accurate records and reports.
- Maintain, repair and operate the complete heating, ventilating and air conditioning systems including the following types of equipment: cogeneration system with a 775 KW output, vapor phase low pressure steam boiler, absorption chiller, and heat recovery system; standard gas fired low pressure boiler, centrifugal chiller and associated condensate and condenser water systems; air compressors and pneumatic valves and piping systems; air handling equipment; and refrigerated air conditioning system.
- Monitor and repair low pressure boilers, and related equipment.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

Facilities Technician II (in addition to above duties):

Controls, and maintains inventories for assigned tools, supplies and materials. Assists in implementing departmental policies and procedures.

QUALIFICATIONS:

Facilities Technician I

Knowledge of:

- Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including traffic laws, ordinances and rules involved in truck and equipment operation
- Purposes and uses of a variety of tools and materials, including motorized, pneumatic and hydraulic equipment and electrical tools
- Accepted safety standards and safe working practices; standard carpentry and construction techniques; pest control methods, including the safe use of chemical pesticides
- Standard tools, methods, practices and materials of the carpentry, plumbing, electrical, painting, and mechanical trades.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Read and interpret diagrams, plans and specifications
- Apply sound inspection methods to detect deviations from plans, specifications and standard installation practices
- Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Perform close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hands to finger, handle, feel and operate objects, tools, or controls and reach with hands and arms.
- Stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- Utilize ladder to reach heights
- Perform work in underground trenches.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade.

2 years of increasingly responsible experience in facilities maintenance or related field.

Facilities Technician II (in addition to above):

4 years of increasingly responsible experience in facilities maintenance or related field.

Special Requirements:

Possession at the time of hire, or ability to successfully obtain prior to completion of probation period, and continued maintenance of a valid California Class B driver's license is required

Facilities Technician II:

Possession of a Backflow Testing Certificate, or ability to successfully obtain prior to completion of probationary period.

In addition, one or more of the following is highly desirable:

- Qualified pesticide applicator's certificate
- Recognized journey-level status in a building trade
- Backflow Testing Certificate (Facilities Technician I)
- Heating, Ventilation, Airconditioning, Circulation (HVAC) certification and or experience

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours, weekend assignment and to respond to emergency situations on a 24-hour basis, seven days per week in addition to normally scheduled work hours.

The noise level in the work environment can range from moderately quiet to loud.

Category:	Entry-Journey
FLSA Classification:	Non-Exempt
Effective Date:	December 31, 2021
Revised:	N/A