

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Facilities Maintenance Technician</b></p>
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**General Summary**

Perform a full range of construction, installation, maintenance and repair duties related to commercial building maintenance. Operate tools and heavy equipment.

**Key Distinguishing Duties**

Check electrical components and maintain water in cooling towers.

**Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Repair or replace a variety of plumbing and electrical plumbing fixtures and/or systems up to 300 volts.
2. Respond to emergency situations; monitor and evaluate need for additional assistance.
3. Assist in recycling efforts; empty main bins weekly or more often as needed.
4. Conduct monthly inspection of fire extinguishers throughout City facilities. Coordinate with appropriate outside source to recharge as needed. Check general operating condition of fire sprinkler systems. Perform minor repairs as needed.
5. Perform general maintenance on air conditioning and heating units. Check electrical components for proper working condition. Check, clean and maintain chemical balance and water level in cooling towers.
6. Conduct minor appliance and fixture repair, maintenance and relocation.
7. Perform carpentry tasks. Build and repair furniture. Perform minor remodeling and restructuring of office space. Build small structures. Paint exteriors and interiors. Lay carpet and flooring.
8. Perform preventative maintenance on a variety of security and alarm systems. Maintain, focus and adjust security cameras. Reset system as required.
9. Perform minor roof repair. Assist outside contractors in assessment of major repair needs.
10. Clean and maintain equipment and work storage areas.

11. Assist in notifying citizens of scheduled projects. Answer questions from public regarding projects. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
12. Participate in section operational processes including procedure development and implementation.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Represent the City to the public in operational functions as required.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, coworkers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

### **Other Functions**

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of safety practices and principles related to general construction, repair and maintenance in a commercial environment.
- ◆ Working knowledge of practices and techniques of general construction, repair and maintenance in a commercial environment.
- ◆ Working knowledge of plumbing systems repair and maintenance.
- ◆ Working knowledge of electrical, plumbing and building codes.
- ◆ Working knowledge of carpentry techniques.
- ◆ Working knowledge of commercial cooling and heating systems.
- ◆ Working knowledge of the laws and regulations governing general construction, repair and maintenance in a commercial environment.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Ability to repair and replace electrical switches, ballasts and outlets.
- ◆ Strong ability to use tools and equipment used in general construction, repair and maintenance in a commercial environment.
- ◆ Strong ability to diagnose and repair a variety of mechanical equipment problems.

- ◆ Ability to read equipment manuals, building construction plans or blueprints.
- ◆ Strong ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

High School diploma or GED and 3 years experience in general construction, repair and maintenance including 2 years in a commercial setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Limited Building Maintenance Electrical License (LBME) (will train for license when hired)
- ◆ CPR and first aid certification within six months of employment

### **Working Conditions**

Daily precise control of fingers and hand movements; daily standing for prolonged periods; rare lifting, moving and carrying of objects over 50 pounds; rare lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions; occasional response to emergency conditions off-hours; regular exposure to hazardous chemicals, vibration, fumes and high noise levels; exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Facilities Maintenance Technician

Revised: 1/98

New class specification title 1/98: Facilities Maintenance Technician

Revised: 3/05

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date