



## JOB DESCRIPTION

---

<b>ORGANIZATION:</b>	City of Lebanon	<b>LOCATION:</b>	Lebanon, OR
<b>DEPARTMENT:</b>	Public Works	<b>DATE:</b>	August 2021
<b>JOB TITLE:</b>	Building Maintenance Technician	<b>JOB STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	AFSCME Grade 6	<b>FLSA Exempt:</b>	No

---

**PURPOSE OF POSITION:** Responsible for various maintenance duties within City buildings and facilities; semi-technical electrical, plumbing and HVAC repairs; and kitchen and bathroom maintenance. Employees at this level are expected to perform assigned activities without detailed instruction as to specific procedures to be followed and receive only occasional instruction or assistance as new or unusual situations arise and are fully capable of attaining the skills and knowledge to perform the assigned duties and operating procedures and policies.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

---

1. Perform electrical, plumbing, carpentry, locksmithing, and painting work to maintain municipal buildings.
2. Oversee all maintenance and repair of HVAC systems in City buildings; perform routine HVAC system preventative maintenance work; determine HVAC system problems and make recommendations for repair; review and evaluate the quality of HVAC contract vendor work.
3. Move and relocate office furniture; make adjustments to desks, chairs and files.
4. Responsible for the maintenance and operation of city-owned traffic signals and streetlights.
5. Oversee roof maintenance program; inspect condition of roofs; clean roof gutters and drains.
6. Oversee parking lot light program; install and repair lamps, ballasts and covers.
7. Repair locking systems on doors, files, cabinets, and lockers.
8. Oversee building maintenance contract and service work; process and contract out repair requests.
9. Travel from site to site; inspect facilities, buildings, and grounds for routine maintenance; prioritize repairs and renovations.
10. Ensure facilities and buildings follow the Americans with Disabilities Act and other federal guidelines and regulations.
11. Participate in the preparation of the building maintenance budget, monitor budget expenditures.

## **JOB TITLE – Building Maintenance Technician**

12. Requisition building maintenance supplies, materials, and equipment; monitor inventory; load and unload supplies. Maintain and update all SDS documents as needed.
13. Prepare cost estimates for maintenance activities; maintain maintenance records and files.
14. Load and deliver tables and chairs to special events.
15. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
16. Run errands as needed.
17. Operate a motor vehicle safely and legally.
18. Perform related duties as required.

### **MANDATORY QUALIFICATIONS:**

#### **Education & Experience:**

1. High school diploma or GED.
2. Three years of experience or any satisfactory combination of experience and training, which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

#### **Licenses & Certificates:**

1. Plant Journeyman Electrical License or enrolled in an apprenticeship.
2. Ability to obtain an LME License within six (6) months of hire.
3. Possess and maintain a CJIS security clearance within six months of hire.
4. Possess and maintain a Class “A” Commercial Driver License within six months of hire.
5. Possess and maintain a current CPR/First Aid card.

### **DESIRABLE QUALIFICATIONS:**

1. Specialized training in municipal facilities maintenance methods and techniques is desirable.
2. Bachelor’s degree in Construction, Engineering, Management or similar field is desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The qualities below reflect the working dynamic of the position.

#### **Knowledge of:**

1. Methods and principles of general building maintenance.
2. Principles of carpentry, plumbing, painting, and electrical work.
3. Codes and ordinances pertaining to electrical and mechanical installation.
4. Principles of heating, ventilation, and cooling systems.
5. Principles and practices of contract administration.

## **JOB TITLE – Building Maintenance Technician**

6. Locksmithing and building locking and security systems.
7. Occupational hazards and standard safety practices.
8. English usage, spelling, grammar, and punctuation.
9. Basic mathematical principles.
10. Federal, State, and local laws, codes, and regulations related to areas of assignment.

### **Skill in:**

1. Implementing work methods and procedures which promote a safe working environment.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Implementing recommendations regarding work procedures and cost-effective services.
4. Providing outstanding customer satisfaction (internally and externally).

### **Ability to:**

1. Read and interpret blueprints, schematics, and written reference material.
2. Schedule preventative maintenance services.
3. Operate a variety of hand and power equipment in a safe and effective manner.
4. Monitor and evaluate the work of contractors.
5. Work independently in the absence of supervision.
6. Understand and follow oral and written instructions.
7. Communicate orally and in writing in a clear and concise manner.
8. Establish and maintain effective working relationship with those contacted in the course of work.
9. Represent the City positively and effectively in meetings with others.
10. Negotiate effective solutions to complex problems.

**PHYSICAL DEMANDS OF POSITION:** *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls.
2. This position requires mobility over various and oftentimes uneven terrains.
3. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds.
4. Manual dexterity and coordination are required over 50% of the work period while operating building maintenance and custodial equipment.

**WORKING CONDITIONS:** Position works primarily inside City buildings and office settings. Exposure to various cleaning agents. Minimal outdoor work is required with exposure to mild or moderate weather conditions.

**JOB TITLE – Building Maintenance Technician**

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Maintenance Operations Manager.



Approved by City Manager

8/10/2021

August 2021