

## **Job Title: Building Technician**

### **Definition**

Under general supervision, performs a variety of duties at the skilled level to maintain and repair buildings, structures. Assignments include carpentry, painting, lock-smith, plumbing, electrical, heating, ventilation, and air conditioning (HVAC), and related work as required.

### **Class Characteristics**

This first level classification in the Building Maintenance Worker series reports to Building Operations Supervisor and may receive direction from Building Technicians I and II. Incumbents may independently perform routine carpentry, painting, HVAC, electrical, and plumbing maintenance and repair work, and assist Building Technicians I in the repair and reconfiguring of buildings and building components. Assignments, objectives, work methods, and sequence of steps are explained in general terms. Checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

Assigned duties and responsibilities require travel throughout the City in response to requests for the repair and alteration of buildings or equipment. This work is frequently performed on uneven, sloping, slippery and unpaved surfaces, on ladders, in crawl spaces, indoors and outdoors, with exposure to extremes in noise, temperature, weather and humidity and in proximity to electricity, mechanical equipment, gasses, fumes, dusts, and chemicals.

### **Essential Functions**

#### **Carpentry/Metal Work:**

- Performs rough and finish maintenance carpentry and plastering on commercial and residential buildings.
- Installs wood shelving.
- Repairs and replaces doors, windows, building hardware, fencing, and gates.
- Performs general maintenance repairs and construction of roof systems. res.
- Performs floor covering work.

#### **Painting:**

- Prepares surfaces for painting.
- Use brushes, rollers, and spray equipment, paints, metal primers and lacquersto paint and wallpaper a variety of interior and exterior surfaces.

#### **Plumbing:**

- Inspects, installs, troubleshoots and repairs plumbing fixtures components and supply waste lines, including re-building flush valves, sink faucets and valves.

#### **Electrical:**

- Inspects, installs, troubleshoots, and repairs electrical fixtures, equipment, and related apparatus, including changing ballasts.

#### HVAC:

- Performs preventive maintenance on heating and air conditioning units and related apparatus.
- Changes filters, blowers, and condensing fan blowers.
- Duties do not include refrigerant recovery.

#### Marginal Functions

- Builds, assembles, transports, installs, and/or repairs facility furnishings and fixtures.
- Cleans and maintains tools, equipment, materials and work sites.
- Other duties as assigned.

### **Qualifications**

#### **Knowledge, Skills and Abilities**

Knowledge of: generally accepted construction and repair procedures and materials used in the areas of carpentry, painting, plumbing, electrical, heating, ventilation, air conditioning, and related trades/crafts; safe work practices; first aid.

Skill to: operate hand and power tools commonly used in building maintenance; make use of proper lifting techniques.

Ability to: perform arithmetic calculations; follow verbal and written instructions; read and interpret plans, specs, and blueprints; evaluate a problem or situation and arrive at a logical decision; work independently; identify and correct safety hazards; perform building maintenance work and manual labor; lift and carry objects safely; climb ladders to various heights; learn and develop and maintain cooperative relationships with individuals from a variety of backgrounds.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

#### **Education/Experience**

Any combination of education and/or experience equivalent to completion of high school and two (1) years of progressively responsible experience in mechanical maintenance related field.

#### **Licenses/Certificates/Special Requirements**

Possession of, or ability to obtain by time of appointment, a valid Texas Driver License is required. Failure to maintain this license will result in discipline up to and including termination. You must possess a Universal CFC certification within a 6 month time frame of joining the company.

