



SENIOR FACILITY MAINTENANCE TECHNICIAN

SUMMARY

Under direction, performs a variety of skilled maintenance for District facilities. Responsible for skilled maintenance tasks including, but not limited to, carpentry, painting, plumbing, electrical, and heating, ventilation and air conditioning (HVAC). Leads and trains lower-level staff; ensures facilities are available for use and consistently maintained in a safe and clean condition; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Facilities Maintenance Technician series responsible for providing lead direction and training to assigned staff, and for ensuring that facilities and adjacent grounds are maintained in a safe and effective working condition to provide the highest level of safety for staff and the public. Performance requires ability to work independently with initiative and discretion within established guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from Facilities Maintenance Supervisor in that the latter has overall administrative and operational responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of skilled maintenance for District facilities, including, but not limited to, carpentry, painting, plumbing, electrical, and heating, ventilation and air conditioning (HVAC). Lights and turns off boilers, heaters, and appliances. Ensures facilities are available for use and consistently maintained in a safe and clean condition.
2. Provides lead direction and training to lower-level staff; reviews completed work to ensure quality and completeness; provides input to the supervisor on staff performance.
3. Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of projects; acquires necessary resources as appropriate.
4. Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
5. Provides recommendations for contracted services; oversees the work of contracted services to ensure compliance with service agreement and work quality consistent with District standards and expectations.
6. Follows safe working practices and makes appropriate use of related safety equipment as required.
7. Performs custodial tasks.
8. Assists with structural pest control measures.
9. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
10. Maintains records and logs of daily activities.
11. Assists with District special events as needed.
12. Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED;

AND

- Four years of relevant work experience, with at least one year in a lead capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.



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Knowledge of:

- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and practices of skilled trades areas, such as, carpentry, plumbing, electrical, painting, and HVAC.
- Operational characteristics of a variety of tools and equipment.
- Methods and techniques of inspecting maintenance and repair work to ensure compliance with safety requirements, District standards, and quality requirements.
- Proper cleaning methods and the safe use of cleaning materials, disinfectants, paints, oils and stains, custodial tools, and equipment.
- Safety practices and equipment related to the work.
- Occupational hazards and standard safety practices.
- Principles and practices of recordkeeping.
- Principles and practices of customer service, techniques for providing a high level of customer service.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Effectively provide leadership and work direction to staff.
- Perform skilled facilities maintenance and repair work in a diverse range of trade areas.
- Oversee and evaluate the work of contracted services.
- Review work to be performed and identify resources necessary to complete the work.
- Monitor and enforce relevant laws, regulations, policies, and procedures.
- Safely and effectively use, operate, and maintain tools and equipment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Maintain accurate records and reports.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Relevant professional certifications are desirable.

PHYSICAL DEMANDS

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.



Livermore Area
Recreation and Park District
An independent special district

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WORKING CONDITIONS

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 7244L/PT465

FLSA Status: Non-Exempt

Supersedes: Senior Facility Maintenance Technician dated 7/30/14