



CLASS SPECIFICATION

Class Code: 60008136
Date Established: 04/1979
Last Reviewed: 12/2024
Last Revised: 12/2024
Last Title Change: 08/2005
FLSA: non-exempt
Probation: 6 months

FACILITY TECHNICIAN

DEFINITION

Under general supervision, installs, repairs, and reconditions electrical, plumbing, and mechanical systems in County facilities; may provide some direction and training for maintenance support staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of journey level experience performing skilled HVAC, electrical, plumbing and mechanical installation, maintenance, and repair work in a commercial, industrial, or institutional setting; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Backflow Testing Certification is required within six months of appointment and must be maintained for continued employment in this classification.

Licensing or certification as required by specific assignment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform a variety of inspections, diagnostic analyses, and preventive maintenance on building and facility systems and equipment, using schematics and testing equipment to locate failures and repair/replace defective parts.

Install, maintain, and repair refrigeration systems and equipment, including compressors and chillers

Maintain and repair boilers and related components, making operational inspections, performing preventive maintenance routines, performing diagnostics, conducting efficiency tests, and completing chemical analyses.

Install and repair lighting and electrical components or systems, including emergency and standby systems, ballasts, switches, wall plugs, dimmers, circuit breakers, relays, conduit, wiring, fixtures, electric doors, and electric locks.

Perform plumbing installation and repairs, including welding and soldering water lines, repairing and replacing fixtures, and fixing blocked pipes and drains.

Maintain components of ventilation systems and equipment, including supply, return, and exhaust fans, ensuring proper facility airflow.

Maintain a variety of motors or circulating pumps found in generators, kitchen and laundry appliances, refrigeration equipment, and heating/air conditioning equipment.

Operate computerized Energy Management Systems for habitat and temperature control, monitoring energy use, and generating reports to maintain comfort levels in buildings and facilities.

Design and carry out plans for the modification or remodeling of HVAC, electrical, plumbing, and lighting systems, following state and local safety codes/regulations to correct existing problems and improve facility safety.

Repair control systems and circuits for boilers, chillers, air handling equipment, and generators.

Perform fire system checks.

Coordinate services of outside contractors, scheduling installation and repair dates, overseeing work in progress, and monitoring maintenance contracts to ensure project completion.

Use a variety of tools, gauges, and recovery systems to minimize or prevent refrigeration system breakdowns.

Maintain records of work orders, including status, cost of repairs, materials used, and labor and time expended in asset management software.

Update asset inventory and conditions in asset management software.

Perform locksmith functions, changing tumblers in master and code locks, making keys, and repairing lock and door hardware.

Provide technical direction and training for Maintenance Workers on specific projects, directing work procedures and ensuring that jobs are completed in a safe and efficient manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Tools, equipment, methods, and procedures used in the electrical, plumbing, mechanical, and HVAC trades.

Proper use of materials and supplies.

State and local building codes and regulations.

Ability to:

Perform a wide range of skilled building maintenance work with considerable independence.

Operate the computerized Energy Management System.

Provide technical direction and training for other staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles, methods, tools, and equipment used in the operation, maintenance, and repair of electrical, plumbing, mechanical, and HVAC systems.

Cost estimating and job planning.

Current Uniform Building Code, National Electrical Code, and Mechanical and Plumbing Codes.

Safe work practices.

Ability to:

Skillfully perform a variety of building maintenance work.

Operate a variety of testing equipment for building electrical, plumbing, mechanical, and HVAC systems.

Estimate materials and labor requirements for projects.

Utilize technology and provided devices to efficiently navigate and manage asset management software.

Design modifications to existing electrical, plumbing, and lighting systems.

Read and interpret technical manuals, schematic diagrams, plans, drawings, and specifications.

Maintain a variety of records and reports.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Capacity to perform job functions with corrected hearing and vision sufficient to safely and effectively complete assigned duties. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, chemicals, and construction materials.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.