

**CLASS TITLE: Facility Maintenance Technician**

**JOB DESCRIPTION:** Under general supervision perform skilled and unskilled maintenance, installation, and repair of electrical, mechanical, and plumbing systems including basic carpentry and building maintenance tasks as applicable, and other related assigned duties.

**ESSENTIAL TASKS:**

- Operates and assists with HVAC control system maintenance.
- Monitors and tests alarm systems
- Performs monthly safety tests and checks.
- Repairs valves, switches, circuitry, lighting, starters and controllers.
- Maintains, repairs and operates a variety of hand tool and motors.
- Maintains basic plumbing, heating, chill water and low pressure steam systems.
- Monitors and assists with lift station facilities.
- Performs repair activities on water lines, drainage lines, and pumping equipment.
- Repairs worn or broken parts, reassembles components and installs new and rebuilt units.
- Repairs door closures and locks.
- Performs movement of work materials and equipment.
- Performs semiskilled carpentry, wall repair, and basic painting.
- Scrapes, strips, sands, putties, primes, paints, stains, varnishes, plasters,
- Assist with set up and tear down for a variety of various meeting and events.
- Performs cleanup of work areas and equipment when job is completed. Assists with general organization and cleanliness of mechanical spaces.

**Reasonable accommodations may be made to enable individuals with disabilities to perform these essential tasks.**

**Qualifications:**

Training and Experience: Graduation from high school or possession of a General Educational Certificate (GED), and three (3) years of progressively responsible skilled maintenance work, including one (1) year of experience in the repair, operation and maintenance of electrical motors and equipment. Operation and maintenance of mechanical and related equipment. General building maintenance skills including basic plumbing, wall repair, and lighting. 3<sup>rd</sup> class engineer certificate or state trade license a plus, but not mandatory.

Knowledge, Abilities, and Skills: Ability to understand and follow verbal and written instructions. Good knowledge of safe manual labor work practices. General hand tool skills including installed shop tools. Basic knowledge of computers and how to operate motor / pumps and control systems. Good knowledge of basic repair and maintenance of electrical motors and controls; good knowledge of operating principles of pumps and other equipment related to steam and chill water systems including basic plumbing skills; good knowledge of the safety requirements of mechanical maintenance. Ability to repair, patch, and paint various types of walls and ceilings. Ability to write routine reports, and to read and interpret plans and specifications; Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 20 pounds; occasional lifts/carries up to 80 pounds; constantly lifts/carries up to 10 pounds; occasional pushing/pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, feeling, climbing and twisting; occasional crawling and smelling; and vision, speech and hearing sufficient to perform essential tasks.

**\*Must have and provide proof of completed full Covid-19 vaccination.**

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s License required; a 3<sup>rd</sup> Class Stationary Engineer Certificate, or mechanical, electrical, or plumbing license, is preferred but not required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, damp/wet surfaces, snow/ice covered surfaces, and fumes/vapors/odors.