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|  | DATE PREPARED | 2/2010 |
| | SALARY RANGE | \$4,053- \$4,920 PER MONTH |
| CLASS SPECIFICATION FACILITIES TECHNICIAN | FLSA STATUS | COVERED |
| | REVISED | NEW |

POSITION DESCRIPTION

Function: Under general supervision of the Maintenance Supervisor, responsible for the maintenance, repair, and alteration of LOTT-owned buildings, facilities, fixtures, and related equipment. Duties include carpentry, plumbing, dry-wall, painting, welding, heating, air conditioning, and ventilation, electrical, locks and hardware work, alarms and fire suppression, and a variety of related technical tasks. This position has a strong customer service focus and a primary function is to support public use of the Water Education and Technology (WET) Center and Administrative Building occupants.

Essential Function: The Facilities Technician (FT) works independently, as a part of a regular maintenance crew, and also provides assistance to the Maintenance Technicians. FTs are expected to have a strong customer service focus and be fully skilled in the tasks of building maintenance and operation of all associated hand/power tools and equipment with sufficient skill to independently perform assigned tasks.

The FT is responsible for the operation, repair, and maintenance of LOTT-owned buildings and associated equipment, systems, and structures, including but not limited to the following:

- Install, maintain, inspect, adjust, and repair heating, ventilation, and air conditioning equipment including controllers, exhaust fans, air filters, compressors, pumps and motors;
- Maintain and repair heating, ventilation, and air conditioning (HVAC) systems, including direct digital controls;
- Responsible for ensuring required inspection, service, maintenance, and repair and proper functioning of fire alarm and fire suppression equipment and systems;
- Install fire extinguishers and ensure required inspection and service is performed;
- Install, clean, maintain, and repair a variety of floor coverings and roof coverings;
- Maintain, repair, replace plumbing fixtures such as sinks, faucets, shower heads, toilets, drinking fountains, and pipes and clear obstructions from water, sewer, and drainage lines;
- Perform skilled carpentry work including repairing of furniture, cabinets, fences, partitions, walls, windows, doors, and other carpentry work;
- Perform journey-level painting on building interiors and exteriors;
- Clear and clean roof drains;
- Assist in the installation, maintenance, and repair of audio-visual equipment;
- Replace faulty electrical fixtures such as switches, lighting ballasts and bulbs, and perform minor electrical repairs;

- Clean, adjust, lubricate, repair, and/or replace office furniture and equipment, door closers, locks, latches, hinges and other building hardware;
- Operate, maintain and repair a variety mechanical tools and equipment such as power saws, sanders, and drills; air compressors, paint sprayers, sewer augers, and hand tools required for carpentry, plumbing, and maintenance work;
- Participate in the implementation of the LOTT Alliance Strategic Asset Management Program, including preventative and predictive maintenance tasks, establishing and maintaining an inventory of parts, prioritization of maintenance tasks, and data collection to make repair/replace decisions using the Business Case Evaluation approach;
- Perform rough concrete and carpentry work;
- Demonstrate regular and reliable attendance; and
- Perform other duties as assigned.

The FT may be assigned evening and/or weekend work in support of after-hours use of LOTT facilities, such as Board meetings and Education Center programs. Working conditions will vary depending upon assignment. Maintenance staff may be assigned to work throughout all LOTT facilities, such as Satellite Treatment Plants, Recharge Basins, Reclamation Ponds and Pump Stations. This includes hazardous work areas such as: street surfaces, rights-of-way and medians; in ditches, pits, underground vaults and other confined spaces; around heavy equipment; as well as the operation of potentially dangerous tools. Some duties may have potential exposure to toxic chemicals, gases, and/or raw sewage. Typical assignments may include outdoor work, occasionally in inclement weather, and potentially dirty, wet, noisy, or cramped work sites. The work may involve strenuous manual labor and requires physical dexterity and mechanical aptitude. This position also requires the physical capability and mobility to navigate all types of surfaces and terrain.

Contacts: The FT is considered a customer service position and the incumbent will have daily contact with LOTT personnel for the purpose of work prioritization and coordination, information sharing, and problem diagnosis and resolution. Frequent contact with contractors, vendors, and manufacturers are for the purpose of coordinating work, and selection and purchase of tools and equipment. Questions of a complex or sensitive nature are referred to the Maintenance Supervisor.

Supervision: The FT may assist in the training of less experienced workers and may serve in a lead capacity on specific work assignments. The FT is expected to coordinate and schedule work, including contractors hired to performed specialized or certified work.

Accountability: The FT is accountable for maintaining a professional, courteous manner with all customers and for performing all assignments in a timely, effective, and efficient manner.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

Knowledge of:

- Principles and implementation of a preventative building maintenance program;
- Knowledge of paint systems and proper product selection and application;
- Knowledge of basic welding techniques including SMAW, TIG, and/or GMAW;

Knowledge of (continued):

- Knowledge of safe rigging practices for the lifting of heavy equipment;
- 120 volt and 480 volt electrical equipment;
- EPA recommended procedures for preventing and troubleshooting Indoor Air Quality problems;
- Work hazards and applicable safety precautions associated with maintenance of Wastewater Treatment Facilities and grounds;
- Landscape irrigation and irrigation system maintenance, including principles of plumbing, pipefitting, and backflow prevention and cross-connection; and
- Building energy conservation.

Skill in:

- Providing excellent customer service;
- Installation, maintenance, optimization, and repair of HVAC equipment and controls;
- Repairing and maintaining equipment in accordance with diagrams, sketches, operating manuals, and manufacturers' specifications;
- Using hand and power tools and precision-measuring and testing instruments;
- Basic electrical repairs as referenced in Essential Functions;
- Performing basic carpentry, cement finishing, painting, and other related work;
- Performing basic plumbing maintenance, repair, and replacement; and
- Cleaning, maintenance, and repair of a variety of flooring materials;

Ability to:

- Work effectively with individuals and groups, including under stressful conditions;
- Read and understand blueprints and Computer Aided Design (CAD) drawings;
- Operate a variety of tools and equipment including: lawn mowers, trimmers, dump trucks, forklifts, boom trucks, backhoe, jackhammers, and various power and hand tools;
- Utilize Computerized Maintenance Management System (CMMS) program to plan preventive maintenance and corrective work;
- Follow written and verbal directions;
- Prioritize, plan, organize, and coordinate work and resources to efficiently complete assigned work;
- Use common sense and safe work habits when performing potentially dangerous work;
- Perform manual labor for extended periods, occasionally under unfavorable conditions;
- Work with minimum direct supervision; and
- Use CMMS and Microsoft Office products.

Experience/Education: Four years progressively responsible experience in building maintenance with at least three years experience maintaining HVAC systems with R-410A is required.

Special Requirements: Must possess a valid Washington State Driver's License. EPA Section 608 Universal Certification is required. WABO welding certification in at least one of the following is required: SMAW, TIG, and/or GMAW.