

CITY OF HELENA



Position Title: Building Maint Tech III **Department:** Community Facilities
Position #: 12603 **Grade:** 132
EEO Category: (08) Service Maint **FLSA:** Non-exempt
EEO Function: (15) Other **Work Comp Code:** 9410

DEFINITION

With limited supervision, performs a full range of custodial and building maintenance duties related to the care, maintenance, and cleaning of assigned buildings and facilities; and to set up facility rooms for various events and meetings.

SUPERVISION RECEIVED

Under direct supervision of the City-County Building Manager, and general supervision of the Facilities Operations Supervisor.

SUPERVISION EXERCISED

May supervise sub-contractors, community service participants, and CTI participants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to and resolve inquiries and complaints.

Recommend and assist in the implementation of goals and objectives; identify and report maintenance problems and areas; establish schedules and methods for providing building maintenance.

Perform preventative maintenance and project assistance under the direction of the Facilities Operations Supervisor on all city facilities.

Inspect and verify work in progress and completed work of contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.

Ensure fire and safety codes are met and prevent damage to facilities.

Maintain a preventative maintenance schedule for all assigned equipment and facilities.

Maintain building security; maintain key system; maintain records of keys issued; maintain locks in working order; repair locks and change lock combinations.

Daily monitoring and maintenance of steam and hot water boilers.

Requisition materials as required; order parts and supplies as necessary and ensure parts and supplies ordered are received in a timely fashion.

Maintenance of video and sound systems.

Responsible for the building in the absence of the Building Manager.

Perform routine building maintenance duties; patch and paint walls and woodwork; monitor and replace lamps in lighting fixtures; perform in-house construction projects.

Participate in special projects including remodeling and installation of building facilities.

Coordinate assigned activities with other departments, agencies, lessees, the public, and government officials.

Set up rooms for events, conferences, and meetings; move and arrange furniture and equipment.

Important and essential duties cont.:

Clean and sanitize rest room facilities and fixtures including sinks, urinals and toilets; replenish supplies in rest rooms.

Sweep, vacuum, and mop floors.

Dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows, mirrors and walls.

Clean desks and counter tops.

Replace lights and adjust shades and blinds.

Perform outside landscaping and maintenance of grounds and parking areas, including tree trimming, mowing, raking, remove trash and obstacles; sweep walkways; remove snow and ice from walkways, stairs, and parking lots.

Unlock and inspect assigned facility each day.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics of boilers, heating systems, cooling systems, air handling units, pumps, electrical and electronic systems, pneumatic systems, and plumbing systems.

Practices, methods, equipment, tools, and materials used in custodial work.

Practices, methods, equipment, tools, and materials used in routine building maintenance.

Practices, methods, equipment, tools and materials used in general landscaping and maintenance.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Safe driving principles and practices.

Skill to:

Operate a variety of custodial and routine building maintenance equipment in a safe and effective manner.

Operate modern office equipment including computer equipment.

Ability to:

Clean and care for assigned areas and equipment.

Understand the operation of heating and cooling control systems.

Perform the most difficult maintenance and repair duties in the area of work assigned..

Ability to cont.:

Perform a full range of skilled maintenance duties including electrical, carpentry, plumbing, and painting and related duties; repair electrical, heating, and plumbing systems, fixtures, and equipment.

Select and maintain machinery and equipment used in the area of work.

Identify building maintenance needs and take corrective actions.

Accurately determine project material needs.

Perform training of CTI or Community Service participants.

Understand and follow oral and written directions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 lbs.; exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; availability for shift work, on-call, and call back.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of custodial and building maintenance experience.

OR

Three year (s) of custodial and building maintenance experience; Two years of working with the public; and Two years experience operating commercial heating and cooling systems, and building equipment.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain a Montana low-Pressure Boilers' License within twenty-four (24) months of employment.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____