



Title: Facilities Technician II

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to maintain and repair building equipment, grounds, and related facilities. This is accomplished by performing preventative maintenance and skilled repairs on electrical, Heating Ventilating and Air Conditioning, plumbing, and other areas. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | M | Performs skilled and semi-skilled work in the installation, repair, operation, and maintenance of electrical systems. |
| 2 | M | Performs a wide variety skilled and semi-skilled tasks involved in the maintenance and repair of ventilation, heating and air conditioning units. |
| 3 | M | Performs skilled and semi-skilled tasks in plumbing maintenance and repair. |
| 4 | M | Performs basic carpentry tasks such as framing walls and partitions. Other carpentry tasks include suspending new ceilings, drywall, and painting. |
| 5 | L | Performs administrative functions, creates reports, manages work orders, purchase orders, part orders, and delivers parts. |
| 6 | L | Provides customer service duties involving requests for service and responds to customer complaints. |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements | |
|--|--|
| Experience | 2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature. |
| Education | High school graduation or equivalency. |
| Technical Skill | Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization. |
| Physical Demands | Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about. |
| Contacts | Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting. |
| Responsibility | May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions. |
| Accountability | Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships. |
| Environment | Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions. |
| Safety | Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures. |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Writing | Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Arizona Class "D" Drivers license upon hire. EPA Universal Certification within 12 months of hire. Limited Police Department Background Check including polygraph. |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with “M”- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously <small>2/3 or more of the time.</small> | F Frequently <small>From 1/3 to 2/3 of the time.</small> | O Occasionally <small>Up to 1/3 of the time.</small> | R Rarely <small>Less than 1 hour per week.</small> | N Never <small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | F | Observing work site, observing work duties, communicating with co-workers |
| Sitting | F | Desk work, meetings, driving |
| Walking | C | To other departments/offices, around work site |
| Lifting | C | Supplies, files, equipment/tools |
| Carrying | F | Supplies, files, equipment |
| Pushing/Pulling | F | File drawers, tables and chairs, equipment/tools |
| Reaching | F | For supplies, for files, for equipment/tools |
| Handling | O | Paperwork |
| Fine Dexterity | F | Computer keyboard, telephone keypad, calculator, tools/equipment |
| Kneeling | C | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | C | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | F | Under equipment |
| Bending | C | Filing in lower drawers, retrieving items from lower shelves/ground, making repairs |
| Twisting | F | Getting inside vehicle, operating equipment |
| Climbing | C | Stairs, step stools, ladders, onto equipment |
| Balancing | C | On step stools, on ladders, on equipment |
| Vision | C | Reading, computer screen, driving |
| Hearing | C | Communicating via telephone/radio, to co-workers/public |
| Talking | O | Communicating via telephone/radio, to co-workers/public |
| Foot Controls | C | Driving |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Windows XP, Microsoft Office, Hansen, variety of vehicle/construction operated equipment, variety of hand tools, small power tools

ENVIRONMENTAL FACTORS:

| C Continuously | F Frequently | O Occasionally | R Rarely | N Never | | D Daily | W Several Times per Week | M Several Times per Month | S Seasonally | N Never |
|-----------------------------|-----------------|-------------------|-------------|------------|--|-------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| -Health and Safety Factors- | | | | | | -Environmental Factors- | | | | |
| Mechanical Hazards | | | C | | | Respiratory Hazards | | | N | |
| Chemical Hazards | | | R | | | Extreme Temperatures | | | S | |
| Electrical Hazards | | | F | | | Noise and Vibration | | | D | |
| Fire Hazards | | | R | | | Wetness/Humidity | | | S | |
| Explosives | | | R | | | Physical Hazards | | | D | |
| Communicable Diseases | | | N | | | | | | | |
| Physical Danger or Abuse | | | O | | | | | | | |

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, electrical hazard and mechanical gloves, ear plugs, safety footwear, face shield and knee pads.

NON-PHYSICAL DEMANDS:

| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands- | | | -Frequency- |
| Time Pressure | | | F |
| Emergency Situation | | | R |
| Frequent Change of Tasks | | | F |
| Irregular Work Schedule/Overtime | | | R |
| Performing Multiple Tasks Simultaneously | | | F |
| Working Closely with Others as Part of a Team | | | O |
| Tedious or Exacting Work | | | O |
| Noisy/Distracting Environment | | | O |
| Other | | | |

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|--|------------------------------------|---|
| Office Environment | | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other | |
| Recreation/Neighborhood Center | | All City buildings inside and out. | X |