

## TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:            FACILITIES MAINTENANCE TECHNICIAN II**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform skilled manual multi-trades work in the repair, maintenance, replacement and general upkeep of Town buildings.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs maintenance, repair and remodeling tasks such as rough carpentry work in erecting partitions, repairing, replacing and hanging doors, building shelves, repairing walls and ceilings, building and repairing window frames and making minor repairs to wooden fixtures and furniture.

Paints a variety of interior and exterior surfaces using brushes, rollers, and spray equipment; prepares, washes, and sands surfaces to be painted and repairs holes or cracks in walls for new paint, stain, varnish, or wallpaper; applies the new surface treatment smoothing out any roughness in the finished work; uses metal primers and paints to coat metal surfaces.

Inspects, troubleshoots, and evaluates problems of electrical systems; repairs and/or replaces electrical parts and/or electronics components not required by code for a licensed electrician to perform work; makes routine electrical repairs such as replacing switches, sockets, wall plugs, floor receptacles, light bulbs, fluorescent fixtures, fuses and breakers, wiring and replacement of small electric motors.; advises management of and coordinates major repairs with outside contractors.

Inspects, troubleshoots, and evaluates Town HVAC problems; repairs and performs preventative maintenance on heating, ventilation, and air conditioning systems and related apparatus; maintains an ongoing preventative maintenance schedule to keep moving parts properly lubricated and to keep fluid levels where needed; advises management of and coordinates major repairs with outside contractors.

Inspects, installs, troubleshoots, and repairs new and existing plumbing components and fixtures; relocates existing copper, galvanized, PVC, and ABS plumbing lines; repairs pumps, valves, toilets, faucets and related apparatus; advises management of and coordinates major repairs with outside contractors.

Performs general maintenance and repair work on a variety of materials including but not limited to glazing materials, floor covering, and ceramic tiles.

Gathers equipment, tools, supplies, and materials needed to conduct work activities; initiates requests for new or replacement materials as required.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, greasing equipment, changing oil, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Prepares, maintains, or completes various forms, reports, simple records, correspondence, logs, vehicle/equipment maintenance records, work orders and other specialized maintenance records, schedules and charts, or other documents.

Receives various forms, reports, correspondence, lists, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Attends work on a continuous and regular basis.

### **ADDITIONAL FUNCTIONS**

Assists skilled workers in complex carpentry painting, electrical, masonry or refrigeration, heating and ventilation work.

May assist in the construction, repair and maintenance of Town roofing systems.

Operates a personal computer and general office equipment necessary to complete the essential functions, to include word processing, e-mail, and Internet.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by two (2) years previous experience and/or training involving facility maintenance operations work, HVAC repairs, and electrical and plumbing repairs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Driver's License.

### **SPECIAL REQUISITES**

Electrical license, HVAC license with boiler attachment, and plumbing license preferred but not required.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of a wide variety of equipment, carpentry tools, welding tools, machinery, service (HVAC, Plumbing, Electrical) repairman tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, electricity, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

### APPROVALS

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Josh Russell, Director Public Works

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Bill Burke, Director Human Resources

*The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*