

CITY OF HELENA



Position Title: Building Maintenance Technician III

Department: Community Facilities

Division: City/County Building

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to oversee, evaluate, maintain, repair and keep in good working order, the facilities and the equipment governed by the City-County Building Board. This position will recommend and assist in the implementation of goals and objectives relative to assigned responsibilities; identify maintenance problems and areas; establish schedules and methods for providing building maintenance; implement policies and procedures for all facilities under department responsibility. This position will work directly with City and County employees and the public to assure a safe, customer-oriented approach to the use of facilities.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Facility responsibilities:

This position is responsible for the maintenance of inventories of assigned facilities' capital assets such as roofs, windows, flooring, heating/cooling units, pumps, fans, hot water heaters, generators, transfer systems; and associated electrical and plumbing fixtures and equipment. The incumbent must anticipate building failures, oversee warranty work, predict useful life, install upgrades and design, develop and maintain a preventive maintenance program; participate in the preparation and administration of the building maintenance budget; submit budget recommendations; prepare and submit requisition for supplies, materials and parts; monitor expenditures; monitor boiler systems in all facilities according to established guidelines; perform a full range of skilled maintenance duties in all facilities including carpentry, painting and related duties; repair electrical, heating and plumbing systems, fixtures and equipment.

This employee will respond to and resolve inquiries and complaints in a considerate, timely and service-oriented manner with available resources; coordinate assigned activities with other departments, divisions, agencies, lessees, the public and government officials; perform the full range of duties assigned to staff including operational, maintenance and custodial duties; perform the most difficult maintenance and repair duties in the area of work assigned and participate in special projects including remodeling of building facilities. The incumbent will maintain a key system; maintain records of keys issued; maintain locks in working order; repair locks, and change lock combinations when required in all facilities.

This position is also required to learn and perform the basic functions of the Receptionist position, such as answering phones, directing customers and operating the postage machine; the position may also be required to perform the mail route in the absence of the Mail Delivery employee.

Contractors, tools and equipment:

This position will inspect and verify work in progress and the completed work of contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications. The incumbent will ensure that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment; prepare necessary records and reports, project status reports; maintain records of all projects, activities and materials used.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operations, services and activities of a building maintenance program.
- Operational characteristics of boilers, heating systems, cooling systems, air handling units, pumps, electrical and electronics systems, sound and lighting systems, and plumbing systems.

- Materials, methods, practices, and equipment used in maintenance and repair work in several trades.
- Types and level of maintenance and repair activities generally performed at assigned facilities.
- Occupational hazards and standard safety precautions necessary in the work.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of budget preparation and control.

Skill or ability to:

- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Trouble shoot and repair heating/cooling units, pumps, fans, hot water heaters, generators, transfer systems, and associated electrical and plumbing fixtures and equipment.
- Operate a wide variety of equipment and tools used in building maintenance in a safe and effective manner.
- Operate modern office equipment including computer equipment.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Learn, interpret, explain, and ensure compliance with City building maintenance policies and procedures.
- Prepare and maintain records and prepare comprehensive technical reports.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Independently perform the most difficult maintenance and repair duties in the area of work assigned.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Must be able to work during equipment or facility failures on Holidays, nights and weekends.
- Supervise cleaning and custodial contractors.

Physical Demands:

This position requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs. Incumbent must endure exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards and electrical hazards; Position requires availability for flexible work schedule including nights, holidays and weekends, shift work, on-call and call back.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of two years of responsible skilled building maintenance experience including a combination of plumbing, electrical, boiler and HVAC maintenance. This position should also have experience with the public. The applicant should possess a high school diploma or equivalent GED; specialized training in construction/maintenance technology preferred but not required. Other relevant combinations of education and work experience may be evaluated on an individual basis.

This position must be able to pass a detailed background check, as the position will be working in both the City/County Building and the Law Enforcement Administration building.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire. Must currently possess or obtain within one year a low pressure boiler operator's license.

Supervision Received:

This position is under the general direction of the City-County Facilities Manager.

Supervision Exercised:

May supervise cleaning and custodial contractors.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.