

FACILITY MAINTENANCE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To perform duties in support of the repair and maintenance of City buildings and facilities including the swimming pool; to perform basic building and facility maintenance; to perform general janitorial duties related to the cleaning and upkeep of assigned buildings and facilities; to maintain and operate tools and equipment; and to perform a variety of tasks relative to an assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Parks and Recreation.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform maintenance and minor repairs of City buildings and facilities including the City's swimming pool.
2. Perform general janitorial duties in cleaning and maintaining assigned areas; clean, sanitize and maintain assigned buildings, offices and restroom facilities.
3. Sweep, scrub, mop, wax and buff floors; vacuum and shampoo rugs and carpets; operate equipment such as floor buffers and vacuum cleaners.
4. Clean and disinfect lavatories, toilets and other plumbing fixtures; refill paper and other sanitary dispensers.
5. Wash and dust walls and doors; wash windows and window shades; replace burned out light bulbs.
6. Assist in the preparation of rooms and facilities for special events, activities and meetings; move, arrange and deliver set-up items and equipment as necessary.
7. Empty, clean and sanitize waste containers; pick up and empty trash on facility grounds.
8. Operate janitorial equipment, materials and supplies in a safe and effective manner.
9. Coordinate the maintenance and repair of HVAC systems in City buildings; perform routine HVAC system preventive maintenance work; determine HVAC system problems and make recommendations for repair.
10. Coordinate building maintenance contract and service work; process and contract out repair requests.
11. Repair and maintain swimming pools; maintain proper pH and chlorine levels according to safety requirements.
12. Repair and maintain a variety of plumbing fixtures and fittings.
13. Monitor inventory of materials and supplies; order materials and supplies as necessary.
14. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building cleaning and maintenance program.
Methods and techniques of general building maintenance.
Methods, materials and equipment used in janitorial work.
Methods and techniques of performing minor facility repair.
Methods and techniques of maintaining swimming pools.
Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures.
Methods and techniques of operating equipment and using cleaning materials in a safe manner.
Basic principles of heating, ventilating, and air condition (HVAC) systems.
Operational characteristics of cleaning equipment and materials.
Operational characteristics of tools and equipment used in cleaning a variety of surfaces and equipment.
Proper methods of storing equipment, materials and supplies.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform all janitorial and routine building maintenance tasks.
Operate and maintain building maintenance tools and equipment in a safe and effective manner.
Clean and care for assigned areas and equipment.
Coordinate operations of contracted maintenance services.
Schedule preventative maintenance services.
Maintain swimming pool areas.
Monitor heating, ventilating, and air condition (HVAC) systems.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

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

Experience:

Two years of increasingly responsible janitorial and routine facilities maintenance experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Indoor and outdoor environment; exposure to noise, dust, grease and cleaning agents.

Mobility: Incumbent may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying, bending, stooping, kneeling, crawling; operating motorized equipment.

CITY OF FOREST GROVE
Facility Maintenance Worker *(Continued)*

Vision: Vision sufficient to read labels on cleaning equipment and supplies.