

MAINTENANCE TECHNICIAN II

(Range 114)

DEFINITION

Performs a variety of fundamental and skilled work in the building and mechanical trades in order to repair, construct and maintain buildings, grounds, furniture, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Manager, field supervision from the Building Maintenance Supervisor, and lead and technical supervision from the Maintenance Technician III's.

Exercises lead and technical supervision over lower level Maintenance Technician staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Performs building condition surveys and safety inspections and testing.
2. Refers major repairs to the Facilities Manager.
3. Performs preventative maintenance and minor repairs on heating, ventilation and air conditioning (HVAC) equipment such as replacing filters and belts, lubricating and replacing motors and pumps, cleaning strainers, replacing thermostats, and relays and transformers.
4. Assists with skilled HVAC repairs.
5. Performs fundamental and skilled plumbing repairs such as repairing water leaks, repairing and replacing valves, repairing and replacing lavatories, toilets, and water coolers, installing new supply and drain lines, clearing blockages, installing and repairing irrigation systems, and repairing decorative fountains.
6. Provides technical supervision to lower level Maintenance Technician staff.
7. Performs fundamental and skilled electrical repairs such as troubleshooting power problems, replacing lamps, repairing and installing light fixtures, installing additional circuits, replacing circuit breakers, replacing switches and outlets, repairing and replacing emergency signage, and programming time clocks.
8. Performs fundamental and skilled rough and finish carpentry work such as framing new walls, installing doors and windows, concrete forms, trim and molding installation and repairs, and fabricating storage shelving.
9. Performs fundamental and skilled roof, carpet, tile, door, and window lock repairs.
10. Repairs various types of walls and ceilings such as drywall, stucco, block, stone, and acoustical.
11. Paints walls, ceilings, doors and door frames, wood and metal work, furniture, and equipment.

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12. Installs and repairs cabinets, counter tops, partitions, furniture, shelving, office accessories, signage, and small equipment.
13. Pours and finishes concrete.
14. Performs warehousing and materials management functions.
15. Maintains and secures assigned tools, equipment, and parts and supplies inventories.
16. Picks up parts and supplies from vendors.
17. Coordinates and oversees the on-sight work of outside vendors and contractors.
18. Maintains and secures assigned maintenance vehicle.
19. Completes paperwork and reports for work orders, supply requisitions, and miscellaneous logs.
20. Works on-call for after-hours, weekend, and holiday emergencies.
21. Operates, cleans and maintains Library District vehicles.

Marginal Functions:

1. Performs ground's maintenance as required.
2. Performs janitorial duties as required.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. The maintenance and operational requirements of a wide variety of commercial building systems and components.
2. Cleaning methods, supplies, and equipment.
3. Safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
4. Library District and Department policies and procedures.
5. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Maintain effective working relationships with those contacted in the course of work.
2. Work independently and as part of a team.
3. Exercise good judgment.

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4. Perform detailed inspections and analysis of repair needs.
5. Lead staff in area of work assigned.
6. Interpret schematics, manuals, and drawings related to building systems, structure, equipment, and furniture.
7. Climb ladders as well as climb and work from scaffolding.
8. Work in extreme heat and cold for extended periods of time.
9. Understand and follow oral and written instructions.
10. Give both oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Work on-call evenings, weekends and holidays.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Rough and finish carpentry; painting; electrical; plumbing; heating, ventilation, and air conditioning; masonry, concrete, and general building and equipment repairs.
2. Safe operation and maintenance of equipment and hand and power tools used in the building and mechanical trades.

QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; four (4) years of skilled experience under the supervision of a journey level trades person in two (2) or more of the

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major building or mechanical trades which included responsibility for performing a variety of repair and maintenance activities in a commercial building environment required; or an equivalent combination of education, training, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, and odor perception.

Environmental Requirements:

Tasks are performed in adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

FLSA: **NON-EXEMPT**

CBA: **NON-SUPERVISOR**

DEVELOPED: **JULY 1, 1995**

REVISED: **OCTOBER 13, 1995**
 DECEMBER 30, 1997
 JUNE 4, 1998