

# **MAINTENANCE TECHNICIAN III**

## **(Range 117)**

### **DEFINITION**

Performs a variety of fundamental and skilled work in the building and mechanical trades, with an emphasis in heating, ventilation and air conditioning (HVAC) equipment, in order to repair, construct and/or maintain buildings, grounds, furniture, and equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facilities Manager and field supervision from the Building Maintenance Supervisor.

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. Troubleshoots HVAC problems.
3. Schedules and performs routine and preventative maintenance and skilled repairs on HVAC equipment such as chillers; cooling towers; high/low pressure boilers; fan coil systems; variable air volume systems; air handler systems; evaporative coolers; and package-type unitary systems such as water and air source heat pumps and rooftop units.
4. Repairs HVAC control systems such as pneumatic, electric, and direct digital controls.
5. Tests and treats water in air-conditioning and heating systems.
6. Installs and repairs refrigerant lines.
7. Performs pipe fitting work.
8. Performs brazing, soldering, and welding.
9. Recharges refrigeration systems.
10. Operates and adjusts computer operated central building control systems.
11. Designs, fabricates, installs, and repairs duct work.
12. Refers major repairs to the Facilities Manager.
13. Provides technical supervision to lower level Maintenance Technician staff.
14. Performs fundamental and skilled plumbing repairs such as repairing and replacing pumps, 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.

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15. Performs fundamental and skilled electrical repairs such as troubleshooting power problems, repairing high and low voltage systems on HVAC equipment, 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.
16. 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.
17. Repairs various types of walls and ceilings such as drywall, stucco, block, stone, and acoustical.
18. Paints walls, ceilings, doors and door frames, wood and metal work, furniture, and equipment.
19. Installs and repairs cabinets, counter tops, partitions, furniture, shelving, office accessories, signage, and small equipment.
20. Performs fundamental and skilled roof, carpet, tile, door, and window lock repairs.
21. Pours and finishes concrete.
22. Performs warehousing and materials management functions.
23. Maintains and secures assigned tools, equipment, and parts and supplies inventories.
24. Picks up parts and supplies from vendors.
25. Coordinates and oversees the on-sight work of outside vendors and contractors.
26. Operates, maintains and secures assigned maintenance vehicle.
27. Completes paperwork and reports for work orders, supply requisitions, and miscellaneous logs.
28. Works on-call for after-hours, weekend, and holiday emergencies.

**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. Maintenance and operational requirements of a wide variety of commercial building systems and components.

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2. Safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
3. Methods, techniques, tools, and materials used in the troubleshooting, maintenance and repair of HVAC equipment.
4. Electrical and electronic principles and practices.
5. Computer-operated central building control systems.
6. Methods and techniques used in pipe fitting, brazing, soldering, and welding.
7. Cleaning methods, supplies, and equipment.
8. Library District and Department policies and procedures.
9. 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.
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. 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.

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13. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.
14. Work on-call evenings, weekends and holidays.

**Skilled in:**

1. Rough and finish carpentry; painting; electrical; plumbing; heating, ventilation, and air conditioning; masonry, concrete, and general building and equipment repairs.
2. The 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; seven (7) years skilled experience under the supervision of a journey level trades person in two (2) or more of the major building or mechanical trades which included responsibility for performing a variety of repair and maintenance activities in a commercial building environment required; five (5) years increasingly responsible experience troubleshooting, maintaining and repairing heating, ventilation, and air-conditioning equipment 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:**

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

Possess an EPA Refrigerant Technician Universal certification.

**FLSA:**                   **NON-EXEMPT**

**CBA:**                   **NON-SUPERVISOR**

**DEVELOPED:**       **JULY 1, 1995**

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