



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: January 2009

BUILDING MAINTENANCE TECHNICIAN III

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.

DEFINITION

To lead, oversee and participate in the most complex and difficult work of staff performing a variety of semi-skilled and skilled building maintenance and repair work for District facilities; to assist in the scheduling and training of staff; to ensure adherence to safe working practices and District standards; to coordinate District activities with contractors; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a two position advanced journey and/or lead level class in the Building Maintenance Technician series. A position in this class provides technical and functional supervision to a group of employees performing a variety of building and facility maintenance activities. This class is distinguished from the class of Building Maintenance Technician II in that the latter is the journey level for the performance of a variety of semi-skilled and skilled building maintenance and repair activities, while this is the advanced journey and/or lead worker level. This class differs from the class of Facilities Maintenance Administrator in that the primary function of the latter is to plan, direct and coordinate with vendors and contractors on large projects involving the construction, repair, relocation and maintenance of District facilities. Furthermore, the Facilities Maintenance Administrator is the first level supervisor class for this series

SUPERVISION RECEIVED AND EXERCISED

Works under direction.

Exercises technical and function supervision over assigned staff.

TYPICAL TASKS

Typical responsibilities and duties may include, but are not limited to, the following:

1. Plans, leads, trains and reviews the work of staff responsible for building maintenance work; provides training in maintenance methods, procedures and techniques; verifies the work of employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
2. Read and interpret operational plans and specifications; estimate time, materials and equipment required for assigned jobs; requisition materials as required; instruct assigned staff in work methods and procedure.
3. Monitor the progress of assigned projects; ensure quality of project within budget constraints; control project resources, including labor, equipment and material to satisfy requirements.
4. Maintain accurate and complete manual and computerized records of work performed.
5. Ensures adherence to safe work practice, procedures and standards and provides training to staff on same.
6. Inspect buildings and facilities for maintenance needs and safety hazards; recommend changes or modifications to existing facilities.
7. Answer questions and provide information to District staff; investigate complaints and recommend corrective actions as necessary to resolve problems.
8. Participate in a variety of building maintenance work, including mechanical, electrical, carpentry and painting.
9. Supervise the use, care and operation of equipment, including hand, air and power tools, trucks and other equipment.
10. Manages maintenance, repair and/or construction projects under \$25,000 (e.g., painting of building exterior, replacement of door closure or plumbing fixtures), by drafting specifications, obtaining bids, and overseeing work by outside contractors.
11. Coordinate District activities with contractors on small projects; oversee contracts for janitorial, fire and security alarm services, and generator maintenance; respond to customer requests and complaints; review work with vendors.
12. Perform underground storage tank inspections, ensure that regulations are followed and certifications are current, completes required reports, provides required training to employees.
13. Perform related duties, responsibilities and/or projects as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building and facilities maintenance program.
Equipment, tools and materials used in a variety of craft and service areas.
Modern and complex building maintenance and repair techniques.
Principles of lead supervision and training.
Principles of inventory control.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Lead, organize and review the work of staff.
Implement and monitor building and facilities maintenance programs.
Inspect buildings and facilities for safety hazards and maintenance needs and recommend modifications.
Interpret and explain building and facilities maintenance policies and procedures.
Monitor and maintain inventory of building maintenance parts, materials and supplies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

The following combination of experience and training are the minimum required for this classification:

Experience

Four years of responsible building maintenance or construction experience.

OR

Two years of experience as a Building Maintenance Technician II with the Santa Clara Valley Water District

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in building trades or a related field.

License or Certificate

Possession of a current valid California class C driver's license.

WORKING CONDITIONS

Environmental Conditions

Field and office environment; travel from site to site; work closely and alone; work irregular hours; work in inclement weather; exposure to noise, dust, fumes, and paints; work at heights; exposure to vibration producing tools and equipment; exposure to live electrical wires; cramped or confined work spaces.

Physical Conditions

Essential functions may require maintaining physical condition necessary for: heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling, crouching, climbing, balancing, twisting, reaching above and below shoulder height, pushing, pulling, grasping; visual acuity for operating of tools, vehicles, blueprints and computer screens; operating a variety of hand and power tools; hearing acuity for use of two way radios, hearing instructions and alarms with loud background noise; performing a variety of motions that require fine finger dexterity; operating motorized equipment and vehicles.

CLASS LEGEND

Established Date: January 2009
Revision Dates: n/a
Employee Group: EA

Class Code: FT7

Series Code: 1FT
Family Code: A05
Previous Titles: none
Analyst: PT