



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Building and Facilities Technician I/II
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GENERAL PURPOSE

Under immediate (Building and Facilities Technician I) to general (Building and Facilities Technician II) supervision, performs a wide variety of semi-skilled and skilled tasks in the construction, alteration, maintenance, and repair of District buildings and facilities; trades areas include, but are not limited to, heating, ventilation, and air conditioning (HVAC), carpentry, masonry, and plumbing; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Building and Facilities Technician I: This is the entry-level classification in the Building and Facilities Technician series. Initially under close supervision, incumbents learn and perform routine duties involving the construction, maintenance, repair, and servicing of District facilities and structures that house water pumping, treatment, and distribution operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Building and Facilities Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building and Facilities Technician II: This is the fully qualified journey-level classification in the Building and Facilities Technician series. Positions at this level are distinguished from the Building and Facilities Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives close (Building and Facilities Technician I) to general (Building and Facilities Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Building and Facilities Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of tasks in the maintenance, servicing, and repair of heating, ventilation, and evaporative cooling systems and machinery; diagnoses equipment failures and repairs; maintains and replaces equipment and parts; inspects, cleans, and replaces filters, pumps, and equipment controls; operates and calibrates controls on cooling and heating units; greases and changes belts; changes oil.
- Alters, repairs, or constructs structures of wood, steel, and block such as sheds, pump stations, and community, well, communication and storage facilities, room additions, partitions, and walls; and articles such as benches, tables, and counters.
- Installs or repairs doors, windows, locks, or related hardware; installs or performs repairs to fencing, ceilings, walls, roofing, or flooring.
- Installs sewer and plumbing fixtures and water piping; packs faucets, glues and solders joints; cleans out drains and obstructions in water systems.
- Prepares surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces.
- Performs pipeline excavations, coating repairs, and vault and building inspection and maintenance.
- Performs gas, arc, and MIG welding and metal fabrication.
- Reads and interprets blueprints, drawings, specifications, and manuals.
- Estimates and requisitions materials and supplies for assigned projects.
- Operates power saws, joiners, and other woodworking machinery.
- Operates light- and medium-duty equipment, such as skip-loaders, trenchers, and boom trucks; operates small trucks and forklifts and performs utility duties such as loading, hauling and unloading furniture, materials, and supplies.

- Completes basic records, such as work orders, time sheets, requisitions, and accident reports; makes oral and written reports of work completed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Building and Facilities Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facility, equipment, and machinery including heating, ventilation, and air conditioning systems.
- Construction principles, methods, materials, tools, and equipment in multiple trade areas such as carpentry, mechanical, electrical, and plumbing.
- Principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper, and PVC pipe.
- Principles, methods, materials, tools, and equipment used in concrete work, surface patching, and brick and masonry repair.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of electrical, plumbing, carpentry, and related building trades.
- Uniform Building Code as it relates to assigned work.
- Methods and techniques of steel fabrication and welding.
- Basic math applicable to the construction trades.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain specialized tools used in electrical, carpentry, plumbing, and related building trades.
- Measure and calculate angles, lengths, and volumes.
- Design, lay out, and prepare sketches for building and related construction jobs.
- Estimate necessary materials and equipment to complete assignments.
- Prepare basic records and reports.
- Read and interpret manuals, specifications, drawings, and blueprints.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Building and Facilities Technician I: Two (2) years of experience performing semi-skilled and skilled tasks in one or more of the major building trades.
- Building and Facilities Technician II: Three (3) years of progressively responsible experience performing semi-skilled and skilled tasks in one or more of the major building trades, or one (1) year experience as a Building and Facilities Technician I with the District.

Education:

- Building and Facilities Technician I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants and vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Building and Facilities Technician I/II class series are flexibly staffed; positions at the Building and Facilities Technician II level are normally filled by advancement from the Building and Facilities Technician I level; progression to the Building and Facilities Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Building and Facilities Technician II level.

Eastern Municipal Water District
Job Title: Building and Facilities Technician I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Building and Facilities Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____