

FACILITIES AND MAINTENANCE TECHNICIAN I

DEFINITION

Under direct supervision, learns and performs a variety of semi-skilled and skilled work in the maintenance, repair, alteration and construction of Housing Authority buildings, facilities, and fixtures including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work to improve, maintain, and renovate Housing Authority buildings and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Director of Administration or a Management Analyst. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry level class in the Maintenance Technician series. Initially, under close supervision, incumbents with basic building maintenance experience learn Housing Authority infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents are responsible for performing maintenance and alterations on Housing Authority buildings and facilities, HVAC, and other electrical and mechanical systems; identifying and evaluating construction-related problems; performing installation and repairs on plumbing systems; conducting property inspections, and coordinating with vendors on maintenance replacement and repair projects. Position is on call and may work off hours and weekends. This class is distinguished from the Maintenance Technician II in that the latter performs more complex, diagnostic work that requires additional advanced experience, knowledge, and skills and performs duties not required of the lower classification.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Assists in performing maintenance and renovation on Housing Authority buildings and facilities, including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.
- Prepares surfaces for painting; paints Housing Authority buildings, fixtures, and furniture.

- Performs basic maintenance on Housing Authority electrical systems; repairs and replaces light bulbs and electrical fixtures; diagnoses and reports problems requiring electrical services.
- Installs and repairs electrical, gas, and mechanical appliances, including central heating and air conditioning units.
- Installs, replaces and repairs locks for all of the Housing Authority's buildings and facilities.
- Performs preventative maintenance duties on the Housing Authority's buildings and equipment; follows a preventative maintenance schedule.
- Performs pest control and weed abatement in and around Housing Authority buildings and facilities.
- Conducts and maintains an inventory of departmental equipment, tools and supplies and ensures adequacy of Housing Authority supplies.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Inspects vacant units.
- Conducts fleet maintenance of AHA vehicles and maintains the schedule and records of fleet maintenance activities.
- Conducts testing of the agency's emergency generator monthly.
- Assists with emergency and fire alarm testing activities.
- Conducts testing and inspection of AHA equipment at agency sites, as needed, including fire extinguishers, smoke detectors, locks, etc.
- Must successfully complete all agency required trainings, as needed. Maintains accurate records of all work performed.
- Performs related duties as assigned.
- *Notice:* This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. The Housing Authority of the City of Alameda reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time with or without notice.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools, and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.

- Basic record keeping principles and procedures.
- Basic computer software related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Housing Authority staff.

Ability to:

- Learn to perform a variety of technical tasks in the construction, maintenance, renovation, and repair of Housing Authority buildings and facilities.
- Learn to perform semi-skilled work in carpentry, plumbing, painting, and electrical trades work.
- Perform duties in a manner to maximize public safety in the area of building maintenance and construction.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper safety.
- Make accurate arithmetic calculations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in facilities maintenance or construction work.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around Housing Authority buildings and facilities; to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job

involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities 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, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.