

Classification Title: Facilities Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Supports departments in the performance of general work which may be related to processing and delivering mail; maintaining inventory, supplies and warehousing surplus property; assisting with facility repair requests such as minor plumbing and welding, preparing equipment for use, large and small equipment operation for general repair and maintenance of hard surfaces or landscaping, heating and air conditioning repair and maintenance or vehicle repair and maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Completes work orders for scheduled tasks and special projects which could include landscaping, turf maintenance, horticulture projects, ornamental practices, ice and snow removal, recycling efforts or maintenance and repair of hard surfaces.
2	M	Inspects facilities and playgrounds for needed maintenance or repairs.
3	V	Responds to inclement weather emergencies and/or natural disasters by cleaning and clearing debris.
4	H	Ensures preventive maintenance is scheduled and completed on equipment. Maintains logs and records of equipment and usage.
5	H	Completes major seasonal projects including major pruning of trees and shrubs and area clean-up, completing fall and spring turf applications, and ornamental bed installations.
6	H	Winterizes facilities and grounds.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	One year of experience in general maintenance.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.

CLASSIFICATION REQUIREMENTS	
Reading	Basic
Math	Basic
Writing	Basic
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires minimum or limited contact with individuals. The purpose of contact is to exchange and/or receive basic information.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand and power tools, mower, edger, weed trimmer, blower, sprayer, chain saw, snow blower, tractor, backhoe, truck

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, safety shoes and vest, eye and hearing protection, dust mask, gloves