



VACANCY ANNOUNCEMENT

Job Title: Senior Building Maintenance Technician

Open Date: November 18, 2024

Closing Date: Open until filled

Salary: \$ 47,147 62,771 annually (DOE)

Job Type: Full-time with benefits

NOTE: Full-time is 40 hours per week. This position's work hours may vary from a regular 8:00-5:00, Monday through Friday schedule due to workload, daylight savings time, or what is best for the department.

Department: Public Works (Building Maintenance)

JOB SUMMARY

To perform a variety of semi-skilled and skilled maintenance and repair activities involving City buildings, structures, and facilities; and to inspect the condition of City buildings and facilities.

Education and Experience:

Education: Must be a high school graduate or have received a General Equivalency Diploma (GED). Additional specialized training in the building trades is desirable.

Experience: Two years of experience performing skilled work in one of the building trades, involving a wide range of systems, components, and related equipment

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at <https://www.cityofmoore.com/departments/jobs>.

NOTE: Selected applicant must pass a background investigation and drug screen.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

CITY OF MOORE

Job Description

Senior Building Maintenance Technician

Job Code: 6627
Exempt: No
Department: Public Works
Reports To: Building Maintenance Supervisor
Location: City Facilities
Date Prepared: November 5, 2018
Date Revised: January 7, 2019

GENERAL DESCRIPTION OF POSITION

Position will be assigned a variety of semi-skilled and skilled maintenance and repair activities involving City buildings, structures, and facilities, and will inspect the condition of City buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and repair a variety of City facilities; inspect for compliance with maintenance standards. This duty is performed daily, about 10% of the time.
2. Assist in the operations of building maintenance. This duty is performed in the absence of the supervisor, about 5% of the time.
3. Train custodians in proper cleaning techniques and perform periodic inspections and related written documentation for all building with custodial services. This duty is performed as needed, approximately 5% of the time.
4. Install, maintain and repair plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets and water heaters. This duty is performed daily, about 25% of the time.
5. Repair, replace and maintain electrical wiring, fuses, switches, motors, generators, lighting systems and other fixtures and equipment. This duty is performed daily, about 25% of the time.

Repair, install and construct tables, shelves, cabinets, countertops and other wood equipment and fixtures. This duty is performed daily, about 10% of the time.
6. Check, service, install and repair natural gas fixtures, boiler systems, heating and ventilating equipment and air conditioning equipment. This duty is performed daily, about 20% of the time.
7. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; Operations requiring intermittent directed thinking to determine or select materials, equipment, or operations where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments:

Exercises supervision over custodial staff and building maintenance staff in the absence of supervisor.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons on routine matters. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time. Inside working conditions with controlled and uncontrolled temperatures, with various noise levels and various levels of distraction.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally to sit. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Standard practices, methods, materials and equipment used in the building construction trades
- Occupational hazards and safety principles and practices in building maintenance work.
- Best practices of custodial cleaning procedures and floor care management
- Design, distribution and application of irrigation systems
- Basic practices and procedures of electrical and plumbing work
- Operations and application of a variety of construction tools and equipment
- Pertinent, federal, state and local laws, codes and regulations

Ability to:

- Perform skilled maintenance and repair work in plumbing, electrical and maintenance areas
- To demonstrate best cleaning procedures and best floor care practices to custodial staff
- Use and care for tools, supplies and materials required in the work-read and understand blueprints, construction drawings and schematics

- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective, working relationships with those contacted in the course of business
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

EXPERIENCE: Two years of skilled experience performing duties in one of the building trades involving a wide range of systems, components, and related equipment.

EDUCATION: High school diploma or equivalent; additional specialized training in the building trades is desirable

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

WORKING CONDITIONS

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; moderate to heavy lifting; operation if an assigned vehicle; general manual dexterity; and visual acuity to conduct inspections.

Senior Building Maintenance Tech must transfer doors, furniture, drywall, carpet, brick, concrete, and other equipment and tools to and from repair truck. Requires vertically transferring items weighing up to 90 pounds from 4 inches to 67 inches, up to 25 times per hour.

Senior Building Maintenance Tech must transfer doors, furniture, drywall, carpet, brick, concrete, and other equipment and tools to and from repair truck. Requires horizontally transferring items weighing up to 90 pounds a distance of 25 feet without mechanical assistance, up to 10 times per hour.

Senior Building Maintenance Tech must transfer bleachers in and out of position for repair and adjustments. Must horizontally transfer bleachers requiring a force of 100 pounds a distance of 10 feet, up to 2 times per hour.

Senior Building Maintenance Tech uses drills and other hand tools to repair generators and HVAC units, and to secure doors to buildings after drug busts. Uses power tools requiring coupling forces of 12 pounds, up to 50 times per hour.

Senior Building Maintenance Tech must climb ladders to access roof tops for generator repair, antenna repair, roofing repair, HVAC and H2O tanks for municipal building, community buildings, and senior citizen buildings. Requires climbing ladder up to 80 times per hour for an 8-hour period.

Senior Building Maintenance Technician must walk to different areas of building interiors and exteriors to perform repairs and maintenance. Requires walking up to two miles during an 8-hour period.

Senior Building Maintenance Technician must enter air conditioning unit housing for repair and maintenance. Must be physically able to access spaces with entries of 40 inches X 53 inches.

Senior Building Maintenance Technician must be able to tolerate heights up to 30 feet when accessing roof tops for repair and maintenance.

Senior Building Maintenance Technician must be able to sit in and drive repair vehicle(s) and operate backhoes and other equipment as needed. Requires tolerance of seated posture up to two hours continuously, for a total of two hours in an 8-hour period.

Senior Building Maintenance Technician must stand, stoop, and crawl to perform repairs on building HVAC units and generators; drywall installation and repair; electrical work and repair; and other maintenance work. Requires tolerance of standing posture to up to four hours continuously, for a total of four hours in an 8-hour period.

Senior Building Maintenance Technician requires near/far/color/depth vision to perform installation of generators, electrical componentry in AC housing, water heaters, HVAC units, and to drive various vehicles safely.

Senior Building Maintenance Technician must tolerate a working environment with outside ambient temperatures, including excessive heat, cold, and precipitation.

Senior Building Maintenance Technician must tolerate a working environment with inside controlled temperatures and inside ambient temperatures.