CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: FACILITIES MANAGEMENT TECHNICIAN

FLSA STATUS: Non-Exempt

**CLASSIFICATION SUMMARY:** Responsible for performing semi-skilled and skilled work requiring basic knowledge and skills typically acquired through a combination of specialized training and/or on-the-job experience in the area assigned. Responsibilities may include routine facility maintenance and repair such as plumbing, minor electrical and heating and air; general grounds maintenance such as planting, pruning, fertilizer and pesticide application; turf care; and/or minor repair and preventative maintenance of a variety of gasoline powered equipment and/or automobiles.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. *Illustrative only – not inclusive of every task assigned to a position.* Monitors, maintains and performs semi-skilled repairs assigned equipment as needed including HVAC, energy maintenance system, and plumbing fixtures; performs ongoing maintenance checks to determine need and ensure operational safety.

2. Performs basic customer service in working with set up and audio visual needs for various presentations.

3. Serves as a lead to staff to include assigning and monitoring work and providing direction.

4. Responds to a variety of work orders for repair, maintenance, or general upkeep in assigned department.

5. Maintains and tracks appropriate inventory levels within assigned area of responsibility; requisitions supplies.

6. Attends assigned meetings and trainings to ensure timely set up/breakdown for special events, and support the goals of the department.

7. Assists with coordinating and tracking work and change orders, relaying communications, researching information, and providing related support.

8. Performs other duties as assigned.
## Training and Experience (positions in this class typically require):
High School Diploma or G.E.D., supplemented by up to one year specialized or technical training, and two years experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Licensing Requirements (positions in this class typically require):
### Licensing Requirements *(legally required)*:
Some positions may require:
- Valid Driver’s License
- HAZMAT
- Universal Refrigerant Transition and Recovery License.

## Knowledge (position requirements at entry):
Knowledge of:
- Assigned department operations and functions;
- Recordkeeping principles;
- Landscaping principles and techniques;
- Inventory maintenance principles;
- Repair and maintenance principles and practices;
- Plumbing, HVAC, principles and practices;
- Applicable federal, state, and local laws, rules, and regulations.

## Skills (position requirements at entry):
Skill in:
- Operating a variety of maintenance and repair related equipment;
- Monitoring work and providing direction;
- Utilizing plumbing and HVAC practices and principles;
- Designing and implementing various landscape design;
- Applying maintenance and operations principles;
- Following oral and written instructions, policies, and procedures;
- Prioritizing work and performing multiple tasks;
- Working independently;
- Applying applicable local, state and federal laws, rules, and regulations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:
Positions in this class typically require: kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Exerting up to 50 pounds of force frequently.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (08/08/2007)

______________________________________  __________________
Signature of Employee                  Date

______________________________________  __________________
Signature of Supervisor                 Date