



# NORTHWEST FIRE DISTRICT

## BUILDING MAINTENANCE TECHNICIAN I

<b>Reports to:</b>	<b>Facilities Division Manager</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Facilities</b>	<b>Status:</b>	<b>Full-Time</b>
<b>Location:</b>	<b>Facilities</b>	<b>2020 Pay Plan:</b>	<b>Gr. 20-82</b>
<b>Reviewed:</b>	<b>Scott Draper, Assistant Chief</b>	<b>Revised:</b>	<b>11/2021</b>
<b>Supervises:</b>	<b>None</b>		

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

### POSITION SUMMARY

The Building Maintenance Technician I support the Northwest Fire District in its mission to save lives, protect property, and care for our community through performing physically demanding duties associated to maintain a building's appearance, functionality, and safety for the public and the District employees. Building maintenance technicians are required to possess integrity, be dependable, customer service oriented, be able to perform work with supervision and demonstrate attention to detail. The employee will be provided on-the-job training to reinforce what is learned through the Building Maintenance Technician Trainee program. The program and on-the-job training will teach a variety of skills in plumbing, painting, masonry, roofing, HVAC systems, electrical, carpentry, and dry wall. The employee will be trained to assess and take care of any minor issues which arise in a building. Depending on the size of the building and its staff, worker may also be required to handle janitorial duties such as waxing floors, vacuuming carpets, and cleaning windows. The employee will participate in the Building Maintenance Technician Trainee program. The employee will have a flexible schedule, which may include on call (evenings, weekends, and/or holidays), and/or emergency coverage in a 24/7 environment. The employee is expected to comply with the rules, policies and procedures as set forth by the District, and to perform other related duties as assigned.

### ESSENTIAL FUNCTIONS

- Attend meetings as needed.
- Clean and repair building fixtures including lights, locks, windows, doors, screens, walls, floors, gutters, and drains.
- Conduct regular maintenance inspections of buildings, equipment, grounds, and facilities to identify necessary repairs and compliance with safety standards.
- Operate and perform routine maintenance and minor repairs.
- Perform under guidance maintenance tasks such as in plumbing, painting, masonry, roofing, HVAC systems, electrical, carpentry, dry wall repairs. etc. to ensure that the building is properly maintained.
- Perform routine preventive maintenance to ensure that building systems operate efficiently and that the physical condition of buildings do not deteriorate.

### Knowledge:

Basic

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality

standards for services, and evaluation of customer satisfaction.

- English Language — the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

#### Specific

- Semi-skilled maintenance and manual tasks.
- Use of common purpose hand tools (e.g., hammers, saws, screwdrivers, or similar tools to perform minor repairs), materials and other equipment of the building maintenance trade.
- Working knowledge of applicable OSHA regulations. OSHA 30 training will be provided.

### **Skills:**

#### Basic

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

#### Specific

- The use and care of common hand and power tools.
- One or more building trades and reasonable proficiency in several other trades such as carpentry, painting, plumbing, cabinet making, roofing, dry wall repair, etc.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.

### **Abilities:**

#### Basic

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

#### Specific

- Follow safety procedures, utilize safety equipment, and monitors work environment to ensure safety of employees and other individuals: places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards; locks/secures chemical storage areas.
- Maintain a positive and professional work environment.
- Measure distances using a tape measure or other measuring device.
- Operate a computer system to update and maintain internal Work Request logs, e-mail, conduct research on the Internet, or perform data entry utilizing other basic computer programs.
- Operate a variety of equipment, machinery and tools used in department projects and activities, which may include a utility truck, man lift, air handler, sprayer, texture gun, trimmer, blower, air compressor, pressure washer, table saw, circular saw, band saw, drill, drill press, router, sander, grinder, carpet cleaner, vacuum cleaner, shovel, ladder, meters, testing instruments, measuring devices, carpentry tools, roofing tools, painting tools, plumbing tools, or hand tools.
- Operate small hand tools safely and effectively.
- Perform addition, subtraction, multiplication, and division.
- Work around vermin such as spiders, scorpions, snakes, cockroaches, rats, etc.
- Work in small, cramped areas such as ceiling spaces, closets, etc.
- Work safely and courteously to promote a strong team atmosphere.

#### **MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

- High School diploma or GED equivalency
- Basic computer skills
- Proven hands-on experience in the use and care of common hand tools

#### **PREFERRED**

- Two (2) years of demonstrated customer service experience

#### **CAREER PATH:**

In order to promote, please refer to the Building Maintenance Technician II Job Description.

**REQUIRED TRAINING** (to obtain within 18-24 months of date of hire)

- o Northwest Fire District General Facilities Maintenance.
- o OSHA 30 certification and maintained throughout employment.

**Initial cost for certification courses and tests sponsored by Northwest Fire District**

**ON-GOING REQUIREMENTS while in the position:**

- o Complete OSHA/Safety training as required on Northwest Fire District software.

**ADDITIONAL REQUIREMENTS:** (see "Definitions" for underlined word[s])

**Driving Position:**

This position requires possession of a valid driver's license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver's License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#).
2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: Primary

"Driving Level" may be None, Secondary or Primary, and refers to the driving responsibility as it relates to the essential functions of the position.

**Driver's License Type:**

Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

**Commercial Driver's License** (CDL Endorsements): None

**Automobile Insurance Requirement** (Refer to District Policy - Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

**Safety Sensitive:** Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

**Pre-employment Drug Testing Required:** Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

Physical Activity	Definition				
		Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees			X	
Crouch/Squat	Bend body down and forward, bending legs and spine			X	
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist			X	
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color		X		
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition				
		Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas			X	
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X

Environmental Conditions	Definition	Never	Occasionally (activity or onditions exist 0-2.5 hrs./day)	Frequently (activity or onditions exist 2.5-5.5 hrs./day)	Constantly (activity or onditions exist 5.5+ hrs./day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places	X			
	Exposure to chemicals			X	
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passageways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients	X			

**Physical Requirements Checklist**

**SEDENTARY**

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sitting most of the time.

**LIGHT**

- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.

**MEDIUM**

- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**HEAVY**

- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**VERY HEAVY**

- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**Reviewed by:**

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_