

METRO

Classification Description

Title: Building Service Technician
Job Code: 0016
Pay Range: 14
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: January 1995
Revised: 2008

Classification Summary:

Perform facility maintenance functions, including carpentry, painting, HVAC maintenance and repair, LME-Level electrical maintenance, phone system maintenance, and locksmith work.

Supervision Received:

Supervision is received from a supervisor or manager.

Supervision Exercised:

May serve as a lead worker over Building Service Workers and temporary maintenance employees.

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Oversees and performs as necessary, miscellaneous building, facilities and parking lot/parking structure maintenance and upkeep, including cleaning, carpentry, painting, adjusting/replacing lights, sensors, low voltage and line voltage electrical systems, maintains induction and air handling units, cleans and inspects all equipment and maintains and services refrigeration units.
2. Assures proper maintenance of equipment and facilities in assigned area. Repairs building fixtures such as toilets, faucets and water valves as necessary.
3. Coordinates Metro maintenance and repairs with outside contractors (i.e., janitorial and landscaping) as necessary; prepares contracts, reviews bids, evaluates estimates and monitors work in progress to ensure contract compliance.

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4. Responds to inquiries and complaints of staff and building occupants regarding facilities and services provided at facility; assures information is provided and problems are resolved.
5. Implements regular maintenance program to ensure that Metro's fleet is maintained properly. Monitors minor repairs and preventative maintenance inspections (excessive use of oil, water, transmission fluid, or air leaks, hard steering, uneven brakes). Maintains accurate records of all services and repairs of vehicles.
6. Performs scheduled preventive maintenance of HVAC system, including inspecting, lubricating, testing and replacing parts. Operates and programs HVAC computer at Metro facility. Performs emergency repairs.
7. Operates and programs computer controlled lighting system to include day lighting controls and motion sensors. Changes light bulbs and light ballasts.
8. Performs limited electrical and mechanical testing; repairs broken outlets, replaces switches.
9. Provides locksmith services including programming locks, building locking system for facility, changing locks, cutting keys, responding to lock emergencies and maintaining records for issued keys, building lock system and lock codes.
10. Maintains computerized facility phone system by making basic and routine programming changes and assisting in resolving problems with voice mail system. Installs work station telephones.
11. Ensures the proper functioning of facility fire alarm system. Assists contractor in resolving problems with system.
12. Performs repair, maintenance and modification or replacement of mechanical parts and equipment. Maintains and replaces bearing, fans, fan shafts, motors and pumps.
13. Assists supervisor in developing and maintaining schedules and records to ensure proper maintenance and service for building and equipment.
14. Coordinates purchase and inventory of maintenance supplies such as paper, lights, etc. Manages on-site storage of supplies and office furniture.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and two years of experience that includes building maintenance, automotive maintenance, HVAC repair and maintenance, locksmith, LME-level electrical maintenance, or any combination of experience and training that provides the applicant with the desired skills, knowledge and ability required to perform the job.

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Knowledge, Skills and Abilities:

1. Knowledge of preventative maintenance and repair methods for automobiles
2. Broad knowledge of basic carpentry skills and ability to operate hand tools
3. Broad knowledge of electricity, landscaping, building maintenance and mechanics
4. Knowledge of telephone systems, including switches, digital and analog lines, telephones and voicemail
5. Ability to perform a variety of tasks involving lifting and moving heavy objects
6. Ability to respond to customer inquiries in accurate, responsive manner
7. Ability to maintain accurate records of building operations activities
8. Ability to set work priorities and to lead others as necessary
9. Ability to establish and maintain effective working relationships with contractors, the general public, and other staff
10. Broad knowledge of HVAC systems and controls
11. Ability to climb ladders and work on rooftops and at heights
12. Ability to respond to after hour calls in an expedient manner
13. Possession of a valid driver's license
14. Possession of a Limited Maintenance Electrician's license (LME) or the equivalent
15. Possession of, or ability to obtain within six months, a Refrigerant Recovery Certification

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. This is a highly physical position, frequently requiring extended periods of walking, stooping, reaching, feeling, laying, bending, kneeling, climbing, grasping, handling and talking, both in person and over the phone. Requires good general vision and hearing. Position may also require occasional standing, crawling, fingering, sitting and the ability to push or pull and/or lift and carry up to 100 pounds.