

# **JOB ANNOUNCEMENT**

## **City of Treasure Island, Florida**

**TITLE OF POSITION:** Facilities Maintenance Technician

**VACANCY DATE:** June 27, 2018

**SALARY:** \$15.87/hour

**CLOSING DATE:** Open Until Filled

**JOB TITLE:** Facilities Maintenance Technician      **GRADE:** 10

**DEPARTMENT:** PUBLIC WORKS      **SALARY:** \$15.87 - \$23.20

### **GENERAL DESCRIPTION:**

This is a skilled position that works in the maintenance of City infrastructure, grounds and streets. Field supervises semi-skilled Service Worker's. Responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in many fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.); Perform general cleaning. Perform other tasks as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists with the planning, scheduling and implementation of construction, maintenance and operation of activities designed to keep all city property aesthetically pleasing as well as functioning properly.
2. Is responsible for optimizing maintenance practices to effect the most efficient and economical utilization of facilities, personnel and equipment.
3. Administers the construction and maintenance of assigned work
4. Assists Crew Chief with managing project scope and deliverables to ensure that the City's objectives are accomplished.
5. Responsible for personal safety and the safety all field crew members under supervision.
6. Responsible for the maintenance and routine inspection of all equipment, tools and vehicles in the division.
7. Drives trucks and operates equipment of various sizes and weights.
8. Assists in maintaining records.
9. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
10. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
11. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).

12. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
13. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
14. Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas.
15. Order parts and maintain required documents.
16. Performs other work related duties as assigned.
17. Must be able to work flexible hours.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to instruct and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates and the general public.
- Ability to act as Division Crew Chief when necessary.
- Ability to frequently lift/move 60lbs. Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.
- Ability to respond to after-hours call ins, in a reasonable amount of time.
- Ability to comply with work schedules.
- Regularly required to use hands to feel, handle and operate controls and tools.
- Ability to communicate both verbally and in writing, and possess good people skills.
- Knowledge of modern techniques, methods, procedures and practices of maintaining municipal infrastructure.
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather.

**EDUCATION AND EXPERIENCE:**

Must possess a high school diploma or a GED.

Five (5) years' experience in the field of Public Works or construction trade.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

Must have valid Florida CDL B Driver's License

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to lift more than 60 lbs. on a frequent basis.

**ENVIRONMENTAL CONDITIONS:**

- Works both indoors and outside and will be exposed to outside weather elements.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)