

CITY OF OLYMPIA	DATE PREPARED	2/92
CLASS SPECIFICATION ASSISTANT FACILITIES TECHNICIAN	JOB CODE	1672
	SALARY RANGE	450
	FLSA STATUS	COVERED
	REVISED	5/95

POSITION DESCRIPTION

Function: Under general supervision. Responsible for the installation, preventive maintenance, and repairs of H.V.A.C. equipment and controls and fire and security alarm systems.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: Assist the Facilities Technician in performing preventive maintenance and repairs on all H.V.A.C. equipment to include: air compressor and handlers; fans; pumps and motors; rotary screw chiller; heat recovery systems; heat exchangers and heat pumps; electric, gas, and oil fired furnaces; electric, gas, and oil fired boilers; pneumatic and electronic controls. Change filters and belts, lubes, greases, and adjust motors and fans. Check, add, and adjust water treatment chemicals in boilers, chillers, and water towers. Use hand and power tools associated with H.V.A.C. Perform preventive maintenance checks and repairs on fire safety and security systems to include: testing smoke and heat sensors, alarms, bells, horns, and lighting. Troubleshoot and repair motion and inferred sensors, magnetic contacts, and all associated low voltage wiring and batteries. Ensure proper placement of the proper extinguishers, and that all extinguishers are ready for use. Use hand and power tools associated. Maintain various facilities records including information on: electrical, fuel, and utilities usage demands and costs; preventive maintenance and air quality checks performed on H.V.A.C. equipment; fire and life safety equipment preventive maintenance checks; activity reports, repairs and services performed. Use computer equipment and software associated with facilities maintenance. Adhere to safety rules, regulations, procedures, and precautions appropriate to work task. Initiate work order requests. Respond to building or equipment maintenance emergencies after hours. May be required to carry a pager. May perform other general building maintenance work.

Contacts: Contacts are primarily with other members of the work crew; however, City work crews often have a high degree of visibility when working at various work sites, and are often questioned about projects by City staff members, and the public. It is frequently required that the Assistant Facilities Technician coordinate projects with user departments, contractors, and other division members.

Supervision: The Assistant Facilities Technician may supervise temporary or part-time assistants on certain assignments. The Assistant Facilities Technician will also be required to fill in for the Facilities Technician as assigned.

Accountability: The Assistant Facilities Technician works with the Facilities Technician but with considerable independence, making decisions requiring the use of judgement and the discretion in technical matters. The employee is accountable for the timely completion of assigned tasks, for the quality and accuracy of the work performed and to assure all City facilities meet City, County, and State fire and life safety codes.

Working Conditions: Some duties may require climbing ladders and/or crawling in hard to reach areas. May be exposed to dust, grease, sewage, and varying weather conditions. Employees risks physical hazard from exposure to live electrical wires and machinery. Lifting requirements may exceed 100 pounds. Some work is performed in the jail.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities: Knowledge of electrical construction and maintenance practices and procedures.

Knowledge of electronic, mechanical and pneumatic control system devices.

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Knowledge of safety procedures applicable to working on live circuits and high pressure airlines.

Knowledge of the standard practices, materials, tools, and equipment used in the electronics field.

Knowledge of State, County, and City fire and life safety codes that apply to facilities maintenance.

Knowledge of fire and security alarm systems.

Skill in locating and adjusting defects in electronic systems and equipment.

Skill in the use and care of the tools, equipment, and materials of the electrical and electronic trade.

Skill in the use of computers and preventive maintenance software.

Skill in operation hand and power tools associated with facilities maintenance.

Ability to read and understand electrical plans, complex circuit schematics, and blueprints.

Ability to interpret electronic diagrams and plans.

Ability to trouble shoot and repair electronic circuits.

Ability to communicate technical information clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships.

Ability to lift heavy objects.

Ability to analyze electrical and mechanical equipment problems, devise and carry out effective plans for repairing problems.

Experience/Education: Two (2) years experience in building equipment and systems maintenance and operations, including one (1) year experience in preventive maintenance of H.V.A.C. equipment required. Two (2) years experience in repairs and maintenance of fire and safety alarm systems preferred. Vocational and electronics training may substitute for up to one (1) year of required experience.

Special Requirements: Valid Washington State Driver's License required at the time of hire. A Commercial Driver's License may be required as a condition of continued employment. Certification by the IMSA as an Alarm Electrician and an Alarm Technician within two (2) years of employment and is a condition of continued employment.