

FACILITIES MAINTENANCE TECHNICIAN

General Statement of Duties

Performs maintenance and technical work related to the service and repair of Town infrastructure and buildings.

Distinguishing Features of the Class

An employee in this class performs responsible work involving the maintenance and repair of facilities to include structural, roofing, plumbing, minor electrical and mechanical equipment. Work includes determining the priority of work to be completed, and monitoring the performance of the work in a safe and effective manner. Independent judgment must be exercised during completion of assigned tasks. Work is performed under the direct supervision of the Facilities Maintenance Supervisor for accuracy and achievement of assigned tasks in a safe and timely manner.

Illustrative Examples of Work

Inspects facilities regularly for maintenance and needed repairs.

Performs routine plumbing, carpentry, roofing, minor electrical, painting and other repairs on Town infrastructure and buildings.

Provides routine and emergency maintenance and repairs on HVAC systems.

Assists with planning future needs of HVAC, electrical, plumbing, roofing and remodeling; makes recommendations.

Provides costs for special projects.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires a considerable knowledge of the laws, regulations and best practices associated with building maintenance; electrical, plumbing, HVAC, carpenter and structural.

Work requires considerable knowledge of the methods, tools, equipment and materials used in facility maintenance.

Work requires considerable knowledge of the work hazards and applicable safety standards associated with assigned work.

Work requires considerable knowledge of Town policies and procedures related to facility maintenance.

Facilities Maintenance Technician

Work requires knowledge of construction methods and practices, including masonry, carpentry, mechanical, painting and plumbing systems.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures and to read drawings, diagrams and illustrations.

Must possess the visual acuity to perform mechanical or skilled trade tasks.

The worker is subject to both inside and outside environmental conditions, noise, and hazards, such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker frequently is in close quarters, crawl spaces, and other areas which could cause claustrophobia.

The worker is required to function in narrow aisles or passage ways.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma and some specialized vocational training in carpentry, construction and or facility maintenance; or an equivalent combination of education and education.

Special Requirements

North Carolina Class C driver license.

Facilities Maintenance Technician

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2024

Facilities Maintenance Division Career Development Program Chart

Classification	Criteria
Facilities Maintenance Technician I	Time in Lower Grade - This is an entry level position. Continued employment is contingent upon successful completion of a 6 month probationary period.
	Required Certifications - High School Diploma preferred, or equivalent combination of education and experience.
Facilities Maintenance Technician II	Time in Lower Grade - Two years of progressive, building maintenance experience. (Timeframe does not have to be with the Town of Kernersville.) No disciplinary action during the preceding 12 months.
	Illustrative Examples of Work (in addition to Level I) In addition to tasks associated with Facilities Maintenance Technician I Performs skilled work in the fields of electrical, mechanical, plumbing, carpentry, and roofing trades.
	Time in Lower Grade - Five years of progressive, building maintenance experience and or an equivalent combination of education and experience. Two of the five years as a Facilities Maintenance Technician II. No disciplinary action during the preceding 12 months.
Facilities Maintenance Technician III	Required Certifications (in addition to Level II) List Certifications to be considered for our next conversation: <ul style="list-style-type: none"> • Obtain Facilities Maintenance certification or related field (such as plumbing, electrical, HVAC, Carpentry, Locksmith, etc.)
	Illustrative Examples of Work

	<p>In addition to tasks associated Facilities Maintenance Technician II:</p> <p>Provide leadership in the absence of the Supervisor and/or on special occasions and events.</p> <p>Serves as the Lead Maintenance Technician.</p> <p>Performs and oversees skilled work of other maintenance technicians or other crafts or contractors.</p>