

**CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION**

JOB TITLE: Facilities Maintenance Technician

Job Number: 110204/14/24/34/44

Date Finalized: 4/27/2016

Service Area: Public Services

Accountable To

Service Unit: Fleet Services

Fleet and Facilities Supervisor

Mission Statement

The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of resources while valuing an open environment that fosters fair, sensitive, and respectful treatment of all employees and the community served.

Role Summary

Minor repair and maintenance of the interior and exterior of City facilities, component systems and equipment. The work requires a range of competencies in a variety of areas such as plumbing, electrical, welding, HVAC, painting, carpentry, grounds maintenance, equipment and routine vehicle maintenance. The work is of a broad range and is general in nature and is not at a skill level characteristic of a licensed tradesperson or mechanic.

Duties

Incumbent may be responsible for the following duties:

Essential Duties

- Performs maintenance and minor repair of City facilities as specified in work orders generated through a common work management system.
- Maintains and performs minor repairs and replacement of equipment and components including electrical, plumbing and HVAC.
- Operates and maintains vehicles and equipment involved in grounds maintenance, including runway brooms, blowers, loaders, pickups, tractors and other snow removal equipment and grass cutting equipment.
- Performs minor remodeling including general carpentry, painting, finishing and installation of furniture and fixtures.
- Maintains exterior elements including landscaping and snow removal using hand and power equipment and vehicles.
- Moves City furniture, equipment and other assets.
- Assembles and installs new equipment, furniture and other assets.

Related Work

- Planning and managing repair, preventative maintenance, upgrade and remodeling projects.
- Other duties as assigned by the Fleet and Facilities Supervisor.

The Way We Work

The Employees of the City of Ann Arbor...

- Work and accept responsibility to search for, create and execute new and innovative approaches

to improve the performance of City services and objectives

- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Knowledge

- General plumbing, carpentry, electrical, welding and painting practices, procedures, tools and equipment
- General boiler and HVAC practices, procedures, tools and equipment
- Energy management procedures
- Hazardous materials precautions and clean-up
- Work safety procedures and precautions including, lifting, lock-out/tag-out, confined space, wet floors, and power tool safety
- General mechanical practices, procedures, tools and equipment for large and small equipment.
- FAA operations area communications procedures, rules and regulations
- Deicing agents and procedures
- Cityworks work management system and standard office applications
- City of Ann Arbor procurement policies and procedures

Skills and Ability to:

- Communicating through oral and written instruction
- Functioning independently and as part of a team
- Safe and appropriate use and maintenance of hand and power tools
- Minor repair of equipment and systems using appropriate tools
- Performing preventative maintenance according to a specified schedule
- Reading, interpreting, and following manuals, plans and technical drawings
- Identifying problems and implementing solutions
- Using computers and related software applications
- Basic math skills
- Mechanical aptitude

Equipment

Basic hand tools, power tools, shop equipment and desktop computer. May also include small engines and equipment such as welders, compressors, snow blowers and grounds maintenance equipment and light trucks with or without snow removal and deicing equipment, generators, pressure washers, man-lifts, chemical spreaders, lawn mowers, runway brooms, plows and blowers, tractor mowers, forklifts and ground control radios.

Training and Experience

- High School Diploma
- At least two years building maintenance experience

Licensing Requirements (requirement at entry)

- Valid driver's license

Physical Requirements

The physical ability to walk, stand, stoop, bend, crawl, climb, kneel, crouch, reach, push, pull, lift, grasp and perform repetitive motions. The work requires the ability to operate hand and foot controls on machinery and equipment.

Incumbent may be exposed to hazardous physical conditions (i.e., hazmat, confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme (both hot and cold) weather conditions, including snow and ice.

The physical ability to ascend and descend ladders to access work areas, and enter into and exit from confined spaces. The work often involves the ability to perform routine moderate lifting and carrying up to 25 lbs and occasional heavy lifting up to 50 lbs. The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces. The work requires the ability to distinguish colors and to hear audible alarms.

Medium Work: 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.

Description Prepared By:

Fleet/Facility Design Team July 21st, 2004 Revised: 10-3-07/ Revised 3/24/2016 – M. Kulhanek/HR Review- AW, JC/ Union Approval- Curt Morris 4/27/2016