Job Description

Job Title:	Building Maintenance Technician	Classification:	Classified
Department:	Public Works	Grade:	180
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of skilled work to repair and maintain assigned City of Joplin municipal facilities and the equipment.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects, repairs, and performs maintenance on elevators and on associated mechanical, electrical, and electronic equipment for both traction and hydraulic systems.
2. Inspects, repairs, and maintains electrical, plumbing, wet sprinkler systems, fire alarm equipment, and audio/video equipment for use by the City Council.
3. Inspects, repairs, and maintains the City emergency management outdoor sirens.
4. Inspects, repairs, and maintains generators used for the supply of emergency power.
5. Repairs appliances such as ice makers, refrigerators, and dishwashers.
6. Inspects, repairs, and maintains HVAC equipment including air-cooled, water-cooled, and energy recovery systems.
7. Inspects, repairs, and maintains high efficiency hot water boilers, circulation, and filtration systems.
8. Assists in preparing technical bid specifications for major repairs and installations; provides oversight of work to ensure it meets established specifications and applicable building codes.
9. Performs equipment tests; maintains records of public facilities backflow prevention.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods and techniques for performing all aspects of the building trades; principles and practices for the operation, maintenance, and repair of mechanical systems, including but not limited to: HVAC, plumbing, electrical, and emergency power generation systems; Federal, State, and local regulations, standards, codes and guidelines regarding elevators, sprinkler systems, refrigeration, boilers, and backflow prevention; principles and practices for the operation and repair of Bacnet energy control

and automation systems; equipment associated with hydronic systems pertaining to HVAC; fire suppression systems and fire alarm monitoring systems; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and officials; reading and comprehending blueprints, schematics, and other technical drawings; troubleshooting problems in electronic control equipment, generators, electrical sub-systems, and variable frequency drives; retrofitting, installing, maintaining, and repairing complex equipment relating to heating, ventilation, air conditioning, plumbing, and electrical systems; time management and prioritizing competing projects; Microsoft Office Suite.

Education: High school diploma or GED equivalent required and completion of vocational trade school program in HVAC, electrical, or plumbing.

Experience: Three years full-time mechanical system maintenance and repair in commercial or industrial maintenance.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with appropriate endorsements within 90 days of appointment. A Universal Refrigerant License and Backflow Tester Certification required.

Physical Demands Requirements and Working Conditions

This position works equally in both indoor and outdoor environments. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, extreme temperature conditions, and some exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	