

Construction/Maintenance Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled trades work performing building construction, maintenance and repair work; operating equipment, and related work as apparent or assigned by the City Engineer or the Construction/Maintenance Technician Foreman. Work is performed under the moderate supervision of the City Engineer .

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides general building/property maintenance services and construction management on new or renovation type projects; constructs and manages rehabilitation of sidewalks and other types of structures. Performs layout, basic survey instrument use, carpentry, concrete, masonry, roofing, floor finishes, wall finishes and other trades associated with constructing buildings or facilities. Performs other duties as assigned or directed by supervisor.

Provides plumbing system maintenance services and new construction including drain cleaning, piping rough-in and finish work; Provides basic HVAC equipment service such as replacing air filters, equipment cleaning and maintaining condensate drainage systems; performs initial troubleshooting of HVAC systems upon complaints from building occupants.

Provides management of and coordination with contractors on construction methods, materials and schedules as directed by supervisor; Works cooperatively with staff from all City departments to accomplish maintenance repairs and new construction project objectives.

Responds to Foreman's directions for addressing all types of maintenance service and new construction request by City staff; performs initial service request evaluation and provides cost estimates on alternatives to address the maintenance situation or new construction proposal.

Prepares project estimates; researches materials; prioritizes and meets project deadlines; maintains records for project purchases, schedules and bid offers; ensures compliance with State building codes and local ordinances. Submits all contractor, material and equipment invoices in a timely manner to the City Engineer.

Installs, removes and replaces office furniture and other miscellaneous material handling tasks; Performs basic maintenance repair tasks on HVAC systems, doors, windows, walls, ceiling and flooring for City staff offices.

Ensures that work is conducted in a safe manner; performs preventive maintenance on tools and equipment.

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Knowledge, Skills and Abilities

Thorough knowledge of the common practices, tools and terminology of the mechanical trade; thorough knowledge of a variety of maintenance and manual tasks involved in carpentry, plumbing, painting and other trades; thorough knowledge in the use of common hand and power tools; thorough knowledge of the safe use and operation of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with vendors, subcontractors, engineers, associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in commercial building trades, or equivalent combination of education and experience as required.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently working in high, precarious places, exposure to fumes or airborne particles and exposure to vibration and occasionally requires exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possess an appropriate commercial driver's license valid in the Commonwealth of Virginia.