

Intercity Transit
JOB TITLE: Facilities Technician

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Maintenance	DIVISION: Facilities	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Facilities Manager	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B22
SUMMARY: Performs activities related to the day-to-day repair, maintenance and safe operation of buildings and facilities owned or operated by the Agency.		
DISTINGUISHING CHARACTERISTICS: Performs semi-skilled to skilled journey-level tasks in the maintenance and repair of transit facilities. As a Technician, performs specialized and specific activities requiring knowledge of journey level facilities repair and maintenance.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Takes requests for facility defect slips. Diagnoses and makes repairs on facilities and equipment or contacts appropriate outside sources to resolve problems.	Daily 35% (B2)
2.	Performs scheduled maintenance, inspections, and breakdown maintenance on facilities and equipment including heating, ventilation, plumbing, electrical, fire control, shop and building equipment.	Daily 25% (B2)
3.	Periodically inspects facilities and equipment to ensure safe operations; corrects deficiencies; advises supervisor of potential problems or risks. Conducts monthly inspections or monitoring of systems to ensure accuracy and efficiency of operations. Monitors work of service contractors; inspects service contractor's work and ensures performance standards are met in accordance with contract specifications.	Daily 5% (B2)
4.	Responds to inquiries and complaints regarding services; assures that appropriate information is provided and problems are resolved.	Daily 5% (A1)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Assists in maintaining environmental programs for all facilities including storm water, pollution prevention, waste reduction, hazardous waste and materials management, recycling, and underground tank storage.	Weekly 10% (B2)
6.	Responds to emergency situations after hours, on weekends and during holidays as needed to include facility, equipment and security problems. Resolves problems or obtains necessary resources or outside assistance to resolve problems.	Occasionally 5% (B2)
7.	Assists in the coordination of building space allocation, layout, and communication services. Assists in inspection of construction and installation progress to ensure conformance to established specifications. Assists in building remodels as needed; ensures compliance with ADA and Life Safety Codes as established by the National Fire Protection Association.	Occasionally 5% (B2)
8.	Assists stops and zones personnel in the placement and removal of passenger waiting shelters, bus stop signs, and the construction of concrete pads at bus stops as needed.	Occasionally 5% (A1)
9.	Performs other duties of a similar nature or level.	As Required
10.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Applicable Federal, State and Local laws, rules and regulations;
- Maintenance methods and techniques;
- Safety practices and procedures;
- Applicable tools and equipment;
- Building emergency systems;
- Environmental systems and regulations;
- Biohazard handling and disposal techniques;
- Safe chemical handling procedures;
- Applicable trade principles and practices.

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Skills (position requirements at entry):

Skill in:

- Operating applicable tools and equipment;
- Reading and comprehending schematic drawings and building blueprints;
- Handling and disposing of biohazards and other chemicals;
- Assembling furniture;
- Fabricating metal;
- Disposing of recyclable materials;
- Maintaining records;
- Basic computer operation;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma, or G.E.D., and four years of experience performing semi-skilled and skilled facilities and/or grounds maintenance activities; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Washington Driver's License.

Must be able to obtain:

- Department of Transportation Flagger Certification;
- Forklift Certification;
- Burlington North Sante Fe Railway Access Certification.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

11/8/04 Title Change

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR