

**JOB DESCRIPTION**  
**Building and Facilities Technician I (Flex)**  
**Building and Facilities Technician II**  
**Code Number: 40009, 40010**

**GENERAL PURPOSE**

Under general supervision, performs a wide variety of semi-skilled and skilled tasks in the construction, alteration, maintenance and repair of District buildings and facilities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Building and Facilities Technician I is the entry level class in the Building and Facilities Technician series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Building and Facilities Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Building and Facilities Technician II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Building and Facilities Technician I by the relative independence with which duties are performed and the complexity of projects, requirements for developing projects plans, and reading of blueprints.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

Performs a variety of skilled journey-level tasks involved in the maintenance, servicing and repair of heating, ventilation and evaporative cooling systems and machinery; diagnoses equipment failures and repairs, maintains and replaces equipment and parts; makes adjustments to heating and evaporative cooling equipment and ventilating fans; inspects, cleans and replaces filters, pumps and equipment controls; operates and calibrates controls on cooling and heating units; schedules and performs preventative

maintenance on heating and evaporative cooling equipment; greases and changes belts; changes oil; maintains and repairs evaporative cooling systems and valves through periodic cleaning, sandblasting, painting and replacing of parts.

Alters, repairs or constructs articles and structures of wood, steel and block buildings such as sheds, community buildings, room additions, partitions, walls, benches, tables, counters, pump stations, well buildings, communication buildings, storage buildings and sheds; repairs and maintains doors, windows and sashes; operates power saws, joiners and other woodworking machinery; replaces window glass.

Performs cabinetry work which involves building and/or repairs.

Repairs and replaces locks and deadbolts.

Performs cement, masonry, plaster or block work.

Installs sewer and plumbing fixtures and water piping; packs faucets, glues and solders joints; cleans out drains and obstructions in water systems.

Lays linoleum and ceramic tiles; repairs linoleum, tile and floor carpeting.

Reads and interprets blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.

Performs pipeline excavations, coating repairs and vault and building inspection and maintenance.

Performs gas, arc and MIG welding and metal fabrication.

Operates light- and medium-duty equipment, such as skip-loaders, trenchers and boom trucks; inspects and services equipment to maintain proper operating and safety requirements.

Operates small trucks and forklifts and performs utility duties such as loading, hauling and unloading of furniture, materials and supplies.

Makes oral and written reports of work completed.

Completes basic records, such as work orders, time sheets, requisitions and accident reports.

Fabricates and welds, steel structures, frames and work tables.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing; principles, methods, materials, tools and equipment used in the construction and/or mechanical electrical trades; shop mathematics; principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper, and PVC pipe; methods and materials used in concrete work, surface patching, and brick and masonry repair; surface preparation and application of paints appropriate to different internal and external surfaces; operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the fields of electrical, plumbing, carpentry and related building trades; safe work methods and safety regulations pertaining to the work, including confined space entry; Uniform Building Code; steel fabrication and welding; procedures used in masonry construction.

### **Ability to:**

Operate and maintain specialized tools used in electrical, carpentry, plumbing and related building trades; measure and calculate angles, lengths and volumes; design, lay out and prepare sketches for building and related construction jobs; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; exercise independent judgment and initiative without close supervision; prepare basic records and reports; read and interpret manuals, specifications, drawings and blueprints; establish and maintain effective working relationships with those contacted in the course of the work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgment within established guidelines.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of skilled journey-level experience in one of the building trades.

A Building and Facilities Technician I may be considered for advancement to Building and Facilities Technician II after demonstrating proficiency to all the major duties assigned to the class.

Typically, a Building and Facilities Technician I is expected to be capable of meeting the proficiency criteria within a 6–24 month period, depending on an individual’s prior experience and progression in performing the full range of Building and Facilities Technician II duties as described in the established performance criteria.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee frequently works in outside weather conditions, near moving mechanical parts, and/or is exposed to wet and/or humid conditions and vibration. The employee may be required to work in high, precarious places and confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

Employees in this class are subject to twenty-four hour call out.

**FLSA DETERMINATION:** Non-exempt.

**FLEX REQUIREMENTS**  
**Building and Facilities Technician I (Flex)**  
**Building and Facilities Technician II**

**LENGTH OF TIME REQUIRED**

A Building and Facilities Technician I may advance or “flex” to the Building and Facilities Technician II class after **6-24 months** of experience in the Building and Facilities Technician I class.

**PERFORMANCE RATING**

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

**COMMENTS**

The Building and Facilities Technician I must also demonstrate proficiency to perform the full range of duties as described in the Building and Facilities Technician I/II job description. This includes demonstrating knowledge of the practices and tools of carpentry, cabinetry, cement forming & finishing, and roof repair.