

FACILITY MAINTENANCE SPECIALIST

General Statement of Duties

Performs a variety of skilled and semi-skilled technical and trades work in the maintenance, repair and upkeep of town buildings and facilities.

Distinguishing Features of the Class

An employee in this class performs a variety of building maintenance and repair activities including plumbing, electrical, HVAC, mechanical, and carpentry trades work. Work involves responsibility for all building sites and surrounding grounds including painting inside and outside of facilities. Work requires some independence and initiative and a knowledge of trade practices and skills. The employee is subject to hazards in the work including exposures heat and cold when working outdoors, to vibrations, proximity to moving mechanical parts, electrical current, working in high places, exposure to chemicals, fumes, odors, dusts, mists, gases, and oils. The worker is also subject to work in close quarters such as crawl spaces and small rooms. Work in plumbing subjects the employee to compliance with the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is reviewed for lasting quality, appearance and functionality through conference, inspection, and records.

Duties and Responsibilities

Essential Duties and Tasks

Repairs and maintains plumbing fixtures, unstops drains, installs valves, and repairs leaks to toilet and kitchen plumbing fixtures; replaces pipes and drains.

Repairs and replaces electrical fixtures such as light fixtures, ballasts, outlets, switches, etc.; checks and maintains generators.

Checks and inspects HVAC systems; performs preventive maintenance as needed; monitors and operates HVAC software.

Inspects and maintains sensors and smoke heads on fire and alarm systems; resets alarms.

Inspects facilities; prioritizes necessary repairs, improvements and preventive maintenance; follows all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; checks property and grounds for unsafe conditions.

Responds to calls for service and work orders regarding facility maintenance, troubleshooting problems, and making repairs.

Monitors Town splash pad; checks chemicals and adjusts as necessary; cleans filters as needed.

Performs minor remodeling of rooms repairing walls, hanging or repairing doors, laying carpet and tile, installing coat racks and bulletin boards; fabricating or repairing furniture; painting interior and/or exterior walls; repairing boardwalk; building and maintain wood structures throughout Town.

Assists in concrete work for sidewalks, curbs and handicap ramps.

Operates a variety of light power and hand tools; operates a town vehicle.

Researches and contacts outside vendors and contractors when needed; obtains prices and quotes; assists with overseeing contracted repair work and inspects for completion.

Coordinates with contractors as necessary.

Maintains records of work activities and supplies used.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of safety regulations, occupational hazards and related safety precautions in the work.

Knowledge of standard practices, techniques, and materials utilized in carpentry, electrical, HVAC, and plumbing trades work and repair techniques.

Knowledge of the methods, tools, and equipment used in the assigned trades and their maintenance and care.

Working knowledge of the application of information technology to HVAC system controls and other work tasks and responsibilities.

Working knowledge of HVAC and painting trade skills.

Skill in the use and care of tools.

Ability to diagnose repair problems and plan and organize appropriate corrective action. Ability to read and interpret blue prints and plans.

Ability to plan and organize installation or repair projects including estimating and planning needed materials and executing plan.

Ability to understand and follow oral and written instructions.

Ability to detect by inspection broken or worn parts.

Ability to maintain records of work activities.

Ability to understand and follow oral and written instructions and to give clear oral instructions

Ability to establish and maintain effective working relationships with coworkers, and supervisors.

Physical Requirements

Must be able to physically perform the basic lift functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, and hearing.

Must be able to perform 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.

Must possess visual acuity to operate machines such as drills, power saws, to perform a variety of skilled trade tasks on non-repetitive nature, and to keep and maintain various records.

Desirable Education and Experience

Graduation from high school supplemented by course work in trade skills and considerable related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.

Prefer possession of HVAC certification.

Ability to obtain Certified Pool Operator Certification within time specified by the Town.