

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Facilities Maintenance III	Job Family: 6
General Classification: Front-Line	Job Grade: 20

Definition: To maintain, modify, repair, and perform highly specialized skilled facility maintenance work in the area of plumbing, sheet metal, electrical, carpentry, welding, masonry, and painting City-owned facilities.

Distinguishing Characteristics: This is the advanced journey-level class in the Facilities Maintenance series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing technically complex facility maintenance duties requiring specialized knowledge, skills, and abilities in the area of plumbing, sheet metal, electrical, carpentry, masonry, and painting and/or providing lead supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level exercise technical or lead supervision over lower-level positions or individuals with less seniority.

Supervision Received and Exercised: Receives direction from the Facilities Maintenance Supervisor; may exercise technical supervision over other assigned maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform skilled maintenance, repair, and modification work related to City buildings and other City facilities.
2. Perform a wide variety of facility maintenance activities involving some or all of the following skill trades: concrete, pipe fitting, plumbing, sheet metal, electrical, carpentry, masonry, and painting.
3. Assist in developing work plans, procedures, and schedules; review work orders and scope of work.
4. Order supplies and equipment for work projects; maintain records of purchase orders.
5. Maintain equipment inventory and service history.
6. Coordinate and review the work of outside contractors, as necessary.

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7. Handle complaints and answer questions from City departments and the public, as necessary.
8. Perform emergency repairs, as necessary; establish proper safety devices in doing such work.
9. Perform adjustments on service equipment; maintain tools and equipment in working order.
10. Perform minor maintenance on electrical, heating, air conditioning, and motorized equipment.
11. Maintain logs of daily activities.
12. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices related to the construction, repair, and installation of facility maintenance activities involving some or all of skill trades such as: concrete, pipe fitting, plumbing, sheet metal, electrical, carpentry, masonry, and painting; principles and practices of safe work habits; pertinent department rules and procedures; and pertinent building codes related to facility maintenance.

Ability to: Operate specialized tools and equipment skillfully and safely, such as welding equipment, braziers, etc.; perform skilled facility maintenance duties; perform heavy manual labor, as necessary; understand and follow oral and written instruction; establish and maintain effective working relationships with those contacted in the course of work; and read and interpret blueprints and schematic drawings.

Experience and Training Guidelines: Any combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible facility maintenance experience and/or residential or commercial construction activities. Training equivalent to the completion of the 12th grade supplemented by technical trade school or apprenticeship training in one of the recognized trade skills. Experience with Heating, Ventilation, and Air Conditioning (HVAC) systems is highly desirable. Completion of City's or college-level supervisory training course prior to or within two years of appointment.

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Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established October 1991 (F)

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CLASS SPECS

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