

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FACILITIES MAINTENANCE TECHNICIAN**  
**DATE: APRIL 17, 2019 (REVISED)**

**JOB CODE: 0391**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: SERVICE MAINTENANCE**

**JOB SUMMARY**

Under general supervision, performs a variety of semi-skilled and skilled tasks in the maintenance of City buildings and facilities.

**SUPERVISION RECEIVED**

Reports to: Facilities Maintenance Supervisor

**DISTINGUISHING CHARACTERISTICS**

Facilities Maintenance Technician is the journey-level class in the facilities maintenance job series and performs the full range of facilities maintenance work. Facilities Maintenance Technician **differs** from the Senior Facilities Maintenance Technician by the level of responsibility and the complexity of the work assigned.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs a variety of skilled work in the construction, maintenance and repair of assigned facilities, utilities and equipment
- Inspects, repairs, installs, tests, services and maintains electrical systems, including emergency generators, conduits and wiring, light and power, motors, appliances, generators, transformers, controls, lighting fixtures, fuses, receptacles, distribution panels and switch gears; performs diagnostic tests on system components and replaces defective parts
- Caulks windows and doors; repairs and replaces broken windows; repairs and replaces doors, doorknobs or locks; repairs door closures
- Installs major plumbing fixtures such as sinks, toilets and water fountains; performs routine plumbing repairs such as unstopping toilets, sinks or urinals, fixes water leaks, leaking faucets and water fountains; replaces water heaters

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- Installs, services, maintains, troubleshoots and repairs heating, ventilation, air conditioning and refrigeration systems equipment, including boilers chillers, fans motors, pumps, clocks, valves, switches, furnace heat exchangers and a variety of other devices
- Constructs, alters, repairs and inspects structures including cabinets, shelves, partitions counters, doors, paneling, window frames, walls and a variety of special fixtures; installs drywall and insulation; patches holes in walls, prepares moldings and performs finishing work
- Lays carpet and linoleum
- Installs or replaces ceiling tiles
- Repairs concrete and stucco
- May assemble room layouts for meetings and other events and functions; dismantles room layouts
- Operates a variety of maintenance tools and equipment including power saws, jointers, drills, nail guns, sanders, sprayers, metal cutters, compressors, testers, meters, planers and various other hand and power tools; maintains tools and equipment in proper working condition
- May assist or oversee the work of contractors
- Maintains files and records on work performed; monitors maintenance schedules or repairs
- Operates City vehicle to travel to offsite work locations
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by manager/supervisor
- Maintains regular and consistent attendance record
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

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- Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing, locksmith and painting
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining facilities, utilities and equipment in good repair
- Operation of a wide variety of hand and power tools and equipment
- Pneumatic and electrical control systems
- Shop math applicable to the building trades
- Applicable building codes ordinances, fire regulations and safety precautions
- Occupational hazards and safety precautions applicable to maintenance and repair work

**Ability to:**

- Perform a variety of skilled duties in the construction, maintenance and repair of assigned facilities
- Work from blueprints, instruction manuals, sketches, diagrams, plans and specifications
- Perform a variety of building maintenance crafts including carpentry, plumbing, electrical, painting, appliance, heating and air conditioning repairs
- Operate a variety of hand and power tools
- Follow safety practices and recognize hazards; carry out work assignments as instructed; maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative relationships with those contacted in the course of work

**Education:** High school diploma or equivalent.

**Experience:** Three (3) years general building maintenance experience.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record required at time of hire and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

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**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Requires mobility to walk, sit, stand, kneel, crawl, climb, crouch, stoop, reach, twist, push, pull, grasp, lift and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be exposed to hazards from working in close proximity to moving mechanical parts and electrical currents. When work is performed outdoors, there is full exposure to various weather conditions, potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust and chemicals including but not limited to gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers, and non-restricted pesticides. May require contact with hot and cold surfaces. Exposure to loud noises from equipment and tools. Near vision required to read correspondence, plans, specifications and other information. Acute hearing required when providing telephone service and communicating in person. Duties may require working at heights above ground or in confined areas. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, steel-toed shoes, and/or hearing protective devices.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.