



Senior Facility Maintenance Technician

City of Kenmore

SUMMARY

Under the direction of the Public Works Operations Manager, this position is required to perform work of a general building maintenance nature; may supervise part-time or temporary employees and manages a variety of facility maintenance contracts. Performs a variety of skilled and unskilled maintenance tasks within City buildings, facilities, and parks. Coordinates the work activities of contractors, providing facility maintenance and cleaning/custodial services, and responds to the daily needs of building users. Because of the small number of City employees, each staff member is expected to perform a wide range of duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Committed to and provides a high level of customer service. Enjoys interacting with coworkers and the public to resolve issues and possesses a high degree of teamwork and creative problem-solving skills.
- Performs and oversees a variety of custodial duties at City Hall, the Hangar Building and other City owned facilities (including, but not limited to mopping, vacuuming, floor stripping & buffing, operating powered cleaning equipment, dusting, restroom cleaning, window washing, and cleaning fleet vehicles).
- May supervise part-time and/or temporary facility maintenance employees. Works with the Public Works Operations Manager to create work schedules and work plans for City facilities.
- Performs minor plumbing, electrical, locksmithing, painting, carpentry, exterior pressure washing, and any minor maintenance as needed.
- Manages various facility maintenance and repair contracts; requests and obtains bids or proposals.
- Oversees, assists, and inspects the work of the contractors.
- Oversees roof maintenance program; inspects condition of roofs; clean roof gutters and drains. Performs major, non-routine cleaning as part of an annual cleaning cycle.
- Moves and relocates meeting room and office furniture. Maintains and cleans furniture throughout facilities.
- Repairs locking systems on doors, files, cabinets, and lockers.
- Coordinates the work activities of contractors providing facility maintenance services and responds to the daily need of building users.
- Procures building maintenance supplies, materials, equipment, and maintains inventory; loads and unloads supplies.
- Maintains building security when the facility is closed or partially open for a specific event.
- Reports needed repairs, safety hazards, or other conditions that could affect City Hall staff or the public's health, safety, security, or energy conservation.

- Picks up and delivers equipment, materials, parts, and supplies as required.
- Travels from site to site; inspect facilities, buildings, and grounds for routine maintenance; prioritizes repairs and renovations.
- Performs outside grounds sweeping, pressure washing, and landscape maintenance work. Performs motor pool vehicle cleaning.
- Prepares cost estimates for maintenance activities and maintains maintenance records. Maintains all Safety Data Sheets for the City owned building facilities.
- Responds to service requests and provides a high level of customer service. Resolves complaints in an efficient and timely manner.
- Uses electronic service request/work order software to log and maintain an electronic database of work performed on City assets and responses to customer service requests.
- Ensures regular, predictable, and reliable attendance.
- May perform work in other parts of the Public Works Department, including streets, surface water, and parks.
- Provides support to facility rentals and special events located in City owned facilities and/or properties.
- Attends and participates in required all staff and/or department trainings.
- Coordinates work activities with day and night building users, cooperatively managing the maintenance, overall cleanliness, and safety of the facility.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- General building maintenance and systems, cleaning methods, procedures and techniques, and the ability to use hand tools, power tools, light duty vehicles and equipment.
- Experience with basic cleaning methods, procedures, and techniques with knowledge of green cleaning materials, methods, supplies and equipment.
- Methods and principles of general building maintenance and systems including, but not limited to carpentry, plumbing, painting, electrical, HVAC systems, access control/security systems, and door lock systems.
- Efficiently and effectively use of cleaning materials, supplies, and equipment. Respond appropriately to emergencies and non-routine occurrences.
- Plan, organize, and maintain a schedule of work to meet required deadlines, project goals with a minimum amount of supervision.

Abilities:

- Manage contracts.
- Supervise the work of others.
- Identify maintenance, cleaning activities, and broken building systems needing attention.
- Develop scopes of work, solicit bids, and oversee work to be performed by outside contractors.
- Give, receive, and understand written and oral English instructions. Knowledge of basic mathematical principles.

- Work independently or cooperatively in a work group and exercise good judgment. Strong problem-solving skills and attention to detail.
- Operate a Windows PC using Microsoft Office software primarily for email, calendars, and creating Word or Excel documents.
- Ability to establish and maintain effective relationships with vendors/contractors, other employees, elected officials, and the public.
- Ability to deal with difficult people and convey a positive image of the City.
- Outside work requires operation of motorized vehicle to perform work.
- Perform a variety of semi-skilled building and grounds maintenance tasks including a variety of routine and repetitive service work.
- Requires dexterity of hand and finger movement to operate keyboard and drafting materials; visual acuity at 20 inches or less.
- Requires sufficient hearing and speech for ordinary communication and to hear sound prompts from equipment.
- Seeing to read a variety of materials.
- Standing or walking for extended periods of time. Climbing ladders and working from heights.
- Bending at the waist, kneeling, or crouching.
- Must have the physical ability to lift a minimum of 40lbs. Perform moderately medium to heavy manual activities.

Education and Experience:

- The position typically requires a high school diploma or GED and
- Five years' experience with the maintenance and cleaning of buildings and facilities.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Building Operator Certification (BOC) Level I is required within one year of employment, Level II is desirable.
- Valid Washington State driver's license. A motor vehicle driving record will be obtained.
- Satisfactory driving record, reference checks, and background checks are conditions of employment.
- Must successfully complete a post-offer, preemployment functional assessment test.
- Must obtain and maintain the following certifications:
 - CPR & First Aid
 - Bloodborne Pathogen
 - Building Operator Certification, Level I

ADDITIONAL INFORMATION

- Work Environment – Duties are performed in both indoor and outdoor work environments which will require exposure to varying weather and terrain conditions, noise, dust, mud, moving vehicles or machines, chemical cleaning agents, and noxious odors.

- Hours of Work – Coverage responsibilities will require an alternate work week schedule to coincide with work schedules and seasonal requirements. Position is subject to callback during emergencies on a 24-hour basis and may be required to work overtime and/or holidays during special events. Coverage responsibilities will require an alternate work week schedule to coincide with work schedules and seasonal requirements.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Public Works Operations

FLSA: Non-exempt

City of Kenmore

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