



POLICY - ADMIN 124.1 (2.1.57)
JOB DESCRIPTION
Facilities Technician (FT)

Approved By: *Matt Cowan*

Original Job Description Date: 12/01/2022

Revision Date: New

Supersedes:

See Also:

SUMMARY

This is a full time, non-exempt position reporting to, and working with, and/or, independently, under the direct supervision of the Deputy Chief of Support Services (DC). The position encompasses a variety of duties and responsibilities that assure that the work being completed supports operational readiness to respond and preserves the value and appearance of the Department's capital assets.

The employee performs landscaping/grounds maintenance, exterior and interior facilities upkeep and repair as directed. A knowledge and experience of numerous maintenance trades, such as minor carpentry, plumbing, electrical, painting, landscape, irrigation systems, and custodial needs are required. The central purpose of this position is to assure that the Department's capital assets receive the necessary care, repair and maintenance to protect and extend the useful life and service of these assets.

This position is represented by the International Association of Fire Fighters (IAFF) Local 1760.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following:

Facilities

- Modification, maintenance or creation of exterior/interior building structures, roofs that support the mission of the Shoreline Fire Department.
- Perform custodial duties as assigned within fire stations to include a wide range of housekeeping responsibilities such as cleaning tile floors, carpet cleaning, window washing, sweeping, and general cleaning as directed.
- Repair of exterior/ interior structural, plumbing, electrical and security systems as assigned.

Site

- Repair and maintenance of impervious surfaces, landscaping and grounds, and irrigation systems for all Fire Department Facilities.

Supplies and Travel

- Assist in ordering and maintaining inventory of building maintenance supplies and equipment.
- Drive Department vehicle to pick up supplies and deliver items to carry out the job, and support other Department personnel as needed.

Miscellaneous

- Move and set up equipment, furniture and other supplies as directed.
- Contribute to creating and maintaining building and equipment maintenance plans.
- Establish day-to-day work plan and priorities after consultation with supervisor.
- Building custodial work such as mopping, dusting, and general household cleaning, etc.
- Other tasks as assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR FT

These are additional duties and responsibilities specific to the "FT" position.

- Initiate and maintain records of work performed for facilities maintenance.
- Assist with the building of databases of Department facilities, parts, equipment and repairs.
- Assist DC of Support Services with the development of the annual budget for the division.
- Assist in writing of scope of work, etc. for facilities bid processes as needed.
- Participate in long-range facilities planning.
- Assist DC of Support Services with the development of weekly, monthly, and annual work plan for facilities division.
- Assist with the evaluation of proposals, bids, and quotes as appropriate.
- Participate in daily briefings as appropriate and assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and satisfactorily. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. The employee will strive at all times to excel in the following competencies necessary to accomplish the skills and abilities listed:

Skills and Abilities

- Read, write, speak, and communicate using the English language.
- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence, effectively present information in one-on-one and small group situations, to customers, contractors, clients, suppliers, and other employees of the organization.
- Effectively handle difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or politics.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all Departmental employees and members of the community. Effectively communicate, build rapport and relate well with diverse populations.
- Communicate clearly and concisely, both verbally and in writing.
- Attention to detail and able to see the bigger picture in accomplishing tasks.
- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, and similar programs).
- Ability to anticipate, analyze, diagnose, and problem solve.
- Demonstrate self-control and an ability to manage time, multiple projects and priorities with minimal supervision.
- Ability to work under stressful conditions with various personality types and expectations.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Decision making skills.
- Ability and willingness to obtain certifications necessary to perform job duties.
- Have operational knowledge of power equipment necessary to maintain Department grounds and facilities.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful, professional and courteous.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Possess sound work ethics.
- Enjoy working continuously in a team setting.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.
- Able to compute rate, ratio, and percent.
- Able to measure linear distance, calculate square footage, and measure and interpret volume.

Reasoning Ability

- Proficient at reviewing equipment documentation and understanding basic system function.
- Proficient at reviewing building systems and understanding the role of system components, and the relationship between and among components.
- Ability to apply common sense, to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Mechanical Skills/Ability

- Proficient at operating shop equipment, such as, but not limited to, table saw, drill press, sander, drill motor, handsaw, hand tools, carpentry, and plumbing tools.
- Proficient at operating grounds maintenance equipment such as, but not limited to, lawn mowers, edgers, spreaders, shears, shovels, rakes, clippers and blowers.
- Able to troubleshoot problems by doing systematic fault isolation, and determining root cause of failures.
- Understanding of low-voltage wiring operations, 12 VDC wiring, storage and charging systems and 120/208 VAC three phase light commercial power systems.
- May bring their own hand tools or use Department provided tools. Personally owned tools will be replaced by Department if damaged or broken. Both personally and Department owned tools shall be secured and an inventory maintained.

Education and/or Experience

- High School Diploma or General Education Degree (GED) equivalent.
- Two years of recent work experience in any field related to facilities maintenance.
- At the Fire Chief's discretion, any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Certificates, Licenses, Registrations

- Valid Washington State Driver's License
- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position.

- Regularly required to stand, work from ladders or lifts, walk, use hands to handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, as well have the ability to speak and hear. The employee is frequently required to sit.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near hazardous moving mechanical parts, near fumes, airborne particles and/or toxic or caustic chemicals or near risk of electrical shock and/or vibration.

The statements contained herein reflect general details to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. 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 position.