

METRO

Classification Description

TITLE: SW&R Facilities Maintenance Technician

Class No: 0053

Bargaining Unit: AFSCME, 3580

Salary Range: 12N

Established:

FLSA: Non-Exempt

Revised: 2007

Classification Summary:

This position coordinates, oversees or performs building, equipment, facility, vehicle, grounds and system maintenance, repairs and/or improvement functions for Metro's Solid Waste & Recycling Facilities.

Supervision Received:

Supervision is received from SW&R Operations Supervisor

Supervision Exercised:

None

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Oversees building, facility and systems maintenance, including assisting in researching, planning and implementing major improvements in each area, which includes health and safety systems.
2. Responsible for assisting in recommending and implementing any modifications or replacement of buildings, facilities or equipment due to changes in SW&R operations and/or processes.
3. Assists in developing and maintaining schedules and records to ensure proper maintenance and service for building, equipment, systems and vehicles.
4. Performs as necessary, building, facility maintenance, landscaping, irrigation, basic carpentry, welding, fabricating, basic plumbing, painting, replacing lights and changing filters.
5. Prepares scopes of work by researching appropriate repair and improvement methods. Procures and coordinates maintenance and repairs; reviews bids, evaluates estimates, prepares contract documents and assists in contractor selection. Monitors work to ensure contractor compliance.
6. Participates as a team member overseeing contractors who perform major equipment overhauls or replacements, such as landscape irrigation, electrical, compactors, HVAC, and construction, within the transfer stations.
7. Informs contractors concerning potentially hazardous environments in and around the work areas. Ensures contractor compliance with Metro, State and Federal code, law or facility procedures concerning worker safety in and around hazardous chemicals.
8. Assists in ensuring maintenance of and updates to as-built drawings and operations and maintenance manuals.
9. Collects and reviews contract bills in conjunction with REM accounts payable and receivable, allocating expenditures in accordance with budgetary appropriation.

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Secondary Functions:

1. Assists in preparation of the annual division budget.
2. Performs other related duties as assigned

Job Specifications:

High school diploma or G.E.D. and specialized training or experience in a field related to hazardous waste management. Two years' experience including building, facility, equipment, vehicle and HVAC and ventilation system maintenance; or any combination of education and experience which would provide the candidate with the desired knowledge, skill and ability required to perform the job. Associate's Degree is preferred. Other requirements include, but are not limited to:

1. Knowledge of basic preventative maintenance and repair methods for vehicles, buildings, facilities and systems, including pumps, motors, fans, valves, pulleys, irrigation systems, electrical, plumbing, and filters.
2. Hazardous Waste Technician level training or equivalent.
3. Knowledge of pertinent laws and regulations, and governmental procurement policies and procedures concerning worker safety and hazardous waste facilities.
4. Ability to collect information, analyze data and prepare reports.
5. Ability to read and understand drawings, specifications and equipment manuals.
6. Knowledge of basic carpentry skills and ability to operate hand tools.
7. Working knowledge of electricity, landscaping, plumbing, and mechanics.
8. Ability to conduct and organize assigned projects and keep accurate records of work required and performed.
9. Ability to compare and analyze submitted documents concerning bids for services or materials.
10. Ability to gather information and perform math calculations such as calculating areas and volumes.
11. Ability to set work priorities and to lead others as necessary.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to perform a variety of tasks involving lifting and moving heavy objects.
14. Ability to establish and maintain effective working relationships with contractors, the general public, and Metro staff.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. This is a physical position frequently requiring extensive periods of standing, talking, sitting, bending, kneeling, handling and good general hearing. Also requires occasional walking, stooping, crawling, fingering, reaching, feeling, repetitive motions of hands/wrists, repetitive motions of feet, climbing, grasping and the ability to push and/or pull and lift and/or carry up to 80 pounds. Duties require incumbent to perform indoors and outdoors, subject to inclement weather conditions.