



City of Des Moines, Washington

JOB DESCRIPTION



FACILITIES MAINTENANCE SPECIALIST

Regular, Full-time

Salary Grade: T-17

FLSA Status: Overtime Eligible

Union Status: Teamsters

EEO Category: Service Maintenance

Nature of Work

Under the general direction of the Public Works Maintenance Superintendent, this position performs skilled and technical work. Responsibilities include performing manual and semi-skilled tasks in construction, alteration, modification, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems. This position is primarily assigned to the Facilities Division, but may assist other divisions as needed. In addition, this position is responsible for helping coordinate the organization of maintenance activities for Facilities.

Essential Functions

- Coordinates the activities and maintenance of the City's buildings, structures, and offices along with associated mechanical and electrical systems.
- Works closely with the Facilities Lead to provide assistance and leadership for the maintenance and improvement of the City's facilities.
- Performs building trades work; reads and draws sketches of new carpentry projects or additions; installs and repairs drywall; paints, stains and textures walls, fences, furniture, ceilings and metal surfaces; removes graffiti; replaces and seals glass panes; installs mini-blinds or other window treatments; makes repairs to roofing, drains and gutters; pours concrete for securing equipment, fence posts and general repairs; lays and repairs flooring, carpet, laminate and tile; sets up and breaks down metal scaffolding.
- Performs responsible installation, troubleshooting and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems; installs and tests circuits; connects emergency generators to transfer switches; connects electrical wire harnesses to modular furniture; tests security alarms and panels; sets up computer peripherals.
- Participates in troubleshooting and repairing heating, ventilation and air conditioning systems; operates boilers and monitors temperatures and pressures; monitors computerized control systems and corrects airflow and temperature problems.
- Participates in installing new plumbing fixtures and piping and repairing a variety of plumbing fixtures and equipment.
- Participates in installing and repairing furniture; assembles and reconfigures modular furniture and panel systems; installs ergonomic equipment on desks and work surfaces; delivers, picks up and stores furniture.
- Participates in performing locksmith duties; performs minor repairs on doors, gates and moveable walls; re-keys locks on doors and equipment; installs new doors, door closers and door hardware; troubleshoots and fixes electronic door locks and card readers; opens doors and facilities using master keys.

- Performs preventative maintenance and minor adjustments to equipment.
- Organizes and assembles materials and equipment necessary for tasks.
- Maintains accurate records and completes service requests.
- Assists in the development of programs to improve efficiency or to track activities.
- Assists other divisions with tasks as needed.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Electrical and mechanical system repairs and maintenance.
- Routine plumbing, carpentry, and construction repairs;
- Operation of power and hand tools.
- Cleaners, chemicals, equipment, supplies, and techniques necessary to clean buildings and furnishings.
- First Aid and applicable general safety practices, rules and procedures.
- General equipment repair and maintenance.

Ability to:

- Detect and repair a variety of building defects and equipment failures including troubleshooting common and unusual building maintenance problems;
- Use and operate tools and equipment related to assignment,
- Follow oral instruction and read, interpret, follow and explain written instructions.
- Use initiative and sound judgment within established guidelines.
- Operate City vehicles, including commercial vehicles, observing legal and defensive driving practices
- Communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and software applications related to assignment.
- Work as a team member in a challenging, changing environment.
- Operate equipment safely and efficiently.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Perform heavy manual labor, at times for extended periods of time under varying weather conditions.
- Effectively plan work, organize equipment and supplies, and properly and safely lead, train and oversee the work of a small work crew for task accomplishment.
- Read, follow complex written instructions, and perform basic mathematical computations.
- Climb ladders, walk, kneel, crouch, and stand for long periods of time.
- Work in confined spaces.
- Understand instructions and follow standards, guidelines, procedures, and policies.
- Learn and demonstrate ability to become proficient in new procedures, operations, systems and equipment.
- Work independently.
- Provide work direction when necessary.

Education and Experience Requirements

- Graduation from high school, GED, vocational school or equivalent; and
- Four years of increasingly responsible experience in building maintenance and repair and/or building trades; or
- Any combination of experience and training which demonstrates possession of the required knowledge, skills and abilities.
- Graduation from a two-year college with major course work in building maintenance, or Certificate of Completion of a specialized maintenance program from a vocational technical college, desired.

Special Requirements

- Possession of a valid Washington State Class A Commercial Driver's License (CDL).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Successful completion of pre-employment background check and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- The incumbent works in a shop and field environment. Work may be on 24-hour call, day and night, indoors or outdoors, and may be hazardous. Work is primarily performed in an outdoor environment in a variety of weather conditions, and for an extended period of time. The work environment may include uneven and unstable walking surfaces, tripping hazards, moderate noise levels, dust, grease, smoke, fumes, gases, chemicals, pesticides, traffic, and heavy equipment.
- The physical activities include the use of finger and hand dexterity, and require the ability to sustain repetitive hand motion associated with the operation of hand and power tools and other equipment. The use of eye sight to inspect work sites, read and follow instructions and regulations is required. Incumbent must also have the ability to hear and understand verbal and/or written instructions, the ability to communicate. The position requires the ability to drive to various work locations. The position is subject to prolonged physical exertion and hazardous road conditions. The incumbent must have the ability to endure periods of working in a bucket truck at heights of up to 30 feet from the ground level, and the ability to walk, bend, kneel, dig for extended periods, crouch, reach, lift, carry, climb ladders, stand, sit, etc., in order to perform the duties associated with the job. The incumbent will occasionally lift, push, and pull objects up to 50 pounds single-handedly and 200 pounds with assistance.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2023

