



POSITION: Facilities Technician
FLSA STATUS: Non-Exempt
BARGAINING UNIT: IAFF Local 3390 – Non-Uniformed
DIVISION: Logistics
REPORTS TO: Facilities Lead

SUMMARY

The Facilities Technician provides day-to-day operations and maintenance support of the District's facilities and properties, ensuring they are safe, functional, and well-maintained, by providing routine and preventative maintenance and repairs on the interior and exterior of buildings and ensuring the cleanliness and upkeep. Responsibilities include general building systems maintenance and repair, including minor construction, HVAC, plumbing, electrical, lighting and other maintenance as needed.

ESSENTIAL DUTIES

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. To perform this job successfully, an individual must be able perform each essential duty satisfactorily.

- Performs facility maintenance and repairs to include, but not limited to, inspections, preventative maintenance, and repairs on mechanical, electrical, HVAC, plumbing, lighting, carpentry, structural, security systems and grounds keeping.
- Performs basic carpentry tasks that require both rough carpentry and finish work, such as repairing sheetrock, building walls, installing shelves and cabinets, hanging doors and installing counters.
- Performs basic HVAC maintenance and repair functions such as programming thermostats, lubing motors, replacing belts and filters.
- Responsible for inventory supply, control, maintenance, reports and records as it pertains to purchasing, stocking, distributing, repairing, and disposing of equipment and supplies including station use PPE and janitorial supplies.
- Establishes reliable and effective vendor lists, per District guidelines, while adhering to state regulations related to vendor lists, small works rosters, and bidding laws and maintains professional relationships resolving any issues quickly and professionally, as needed.
- Documents status of facility repair and construction projects and reports status to Facilities Lead.
- Prepares requisitions for purchasing materials to maintain inventories of operating supplies.
- Complies with code requirements in all maintenance activities and repairs to ensure compliance with regulations.
- Creates and maintains comprehensive service and maintenance warranties, schedules, records and cost data for alarms, fire protection systems, HVAC systems, elevators, garage doors, pressure vessels, septic systems, backflow preventers, and water quality testing and any other systems as necessary.
- Participates in preparing specifications for new equipment, selecting contractor/vendors and provides direct oversight for new construction of equipment and facilities, as requested.
- Provides historical data and projected costs, to stay within current budgets, and offers input for future budgets.
- Assess time and materials needed to perform maintenance tasks and work with Facilities Lead to determine cost-effectiveness, project scope and whether project(s) should be outsourced.
- May oversee the daily workflow and assignments of GHFMO Laborers and provides training as assigned or instructed.
- Completes and tracks assigned tasks with accuracy, efficiency and by given deadline.
- Attend meetings and participates in committees as assigned.
- Travel between various worksites as necessary to fulfill the needs of the District.
- May occasionally work evenings, after business hours, or on weekends, as needed to complete tasks.
- Responsible for actions, words, and attitudes while demonstrating cooperation, courtesy, and

consideration to foster a respectful and productive team environment. Ensures all behaviors align with organizational values.

- Perform other duties related to the position, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or ability required to successfully perform in this position.

- Knowledge of building codes, environmental, local, state, and federal regulations and safety standards, including NFPA standards.
- Has advanced knowledge and skills as it relates to building design, construction methods, and the installation and operation of interior and exterior systems to include framing, drywall, paint, siding, HVAC, carpentry, minor construction, plumbing, appliances, electrical, and interior finish work
- Understands and is able to perform grounds maintenance irrigation system installation/repair, custodial operations, floor care, pest control and waste management.
- Able to inspect, make recommendations, prioritize, and perform routine, emergency, and preventative maintenance.
- Able to safely use and operate heavy equipment, including snow removal equipment and various hand and power tools to perform the duties of the position in a safe and proper manner, adhering to all safety standards, policies, procedures and requirements.
- Able to travel between various worksites and drive a District vehicle, as necessary to perform the functions and duties of the position.
- Able to organize and accomplish work assignments with minimal supervision, staying focused, on task and completes projects within given deadline.
- Knowledge of maintenance management systems and other software tools for tracking scheduled projects and inventories or can effectively learn and use District systems.
- Attend training programs, as requested to increase organizational and/or technical knowledge and skills.
- Ability to effectively and accurately follow verbal and written instructions and has excellent verbal and written communication skills.
- Experience and familiarity with creating and maintaining maintenance logs and documenting repairs for compliance and future reference.
- Able to effectively troubleshoot, repair and prioritize projects.
- Experience with reading and understanding blueprints, technical drawings and manuals.
- Proficient with computers and office equipment, such as phones, copiers, scanners, cameras and is able to learn new programs as needed for effectiveness and efficiency.
- Able to provide clear directions to assign work tasks and provides training as assigned.
- Establish and maintain effective working relationships with District personnel, public citizens, vendors, outside agencies, and elected officials.

QUALIFICATIONS/REQUIREMENTS

To perform this job successfully, an individual must be able perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Required

- High school diploma or equivalent.
- One year of experience in construction, building maintenance and repair.
- Experience using maintenance related tools and equipment.
- Sufficient physical, visual and auditory ability to perform assigned tasks that also require repetitive motion of hands/fingers, frequent use of hand tools and equipment and manipulation of objects.
- Basic computers skills required and ability to learn Microsoft 365 Suite and other job-related systems.
- Strong verbal and written communication skills.
- Valid Washington State driver's license and acceptable driving record.

Preferred

- Specialty training and/or completion of a related vocation/technical program in the building trades that enhances the candidate's ability to perform essential functions of the job.
- CDL Class A
- Forklift operator certified.

MACHINES, TOOLS, AND EQUIPMENT

- Typical maintenance machines, tools and equipment used includes, but is not limited to drills, nail guns, scaffolding, heavy equipment, hand tools, power tools, small motor equipment, computers, calculators, telephones, radios, and other construction and maintenance equipment relevant to the position.
- Motorized vehicles, including driving, operating and maintaining fire department vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Regularly communicates over the telephone and in-person to individuals and groups.
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must have the ability to hear and understand phone and radio transmissions in a typical shop, fire station, and office settings and/or in an environment which may contain large amounts of background noise.
- Frequently required to stand, walk, climb, bend, reach with hands and arms, stoop, kneel, crouch and use hands and fingers to handle or grasp objects controls or tools as is necessary for the position.
- May frequently lift, carry, push, pull, or otherwise move objects weighing up to 25 lbs; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 lbs; and seldom in excess of 75 lbs. (with assistance if required).

WORKING CONDITIONS

The working environment characteristics described here are representative of those an employee encounters while performing the principal accountabilities of this job.

Work is generally performed indoors and outdoors. May require work in inclement weather and have exposure to multiple elements (rain, heat, cold, noise). The noise level may be high when using tools and equipment. Personal protective equipment (PPE) will be provided and must be worn at all times as required for the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change, as necessary to support District needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must successfully pass pre-employment screening to include background check, drug testing and driving abstract.