

# TOHONO O'ODHAM UTILITY AUTHORITY

## Position Description Facilities & Grounds Maintenance Technician

Department: Accounting  
Reports To: Purchasing Agent  
FLSA Status: Non-Exempt  
Salary Level: TC-5  
Prepared By: Mike Bethurem  
Prepared: 3/17/2015  
Approved By: Mike Bethurem, General Manager  
Approval Date: 3//17/2015

### SUMMARY

Under limited supervision, this position performs a variety of duties in support of the maintenance and repair of the Authority's buildings, facilities and grounds; performs a variety of semi-skilled and skilled building trade duties including carpentry, remodeling, painting, plumbing, electrical, and a variety of other building maintenance work; operates a variety of hand, power and shop tools; and performs related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, as well as other duties as assigned:

- Performs a variety of semi-skilled and skilled routine and preventative building maintenance duties in the repair and maintenance of the Authority's buildings, facilities, and grounds; performs building maintenance tasks involving carpentry, remodeling, painting, plumbing, electrical, and a variety of other trade work.
- Installs, repairs and maintains a variety of plumbing fixtures including sinks, toilets, faucets and related equipment as well as unstopping toilets, sinks or urinals.
- Performs framing, rough and finished carpentry to erect small structure, install, or remove partitions in interior spaces, frame, trim and install doors and windows, install and repair flooring, installs and replace doors and associated mechanisms including hinges, locks, and deadbolts, and installs caulking and weather stripping around doors and windows.
- Performs routine electrical work; installs and replaces light fixtures, ballasts and fluorescent lighting; checks breakers, plugs, switches, fixtures and wires for appropriate operations; provides assistance in pulling wire as needed.
- Prepares surfaces for painting and operates spray equipment and manual tools to paint interior and exterior surfaces.
- Performs drywall installation and repairs damaged drywall; finishes joints with proper compounds and tape; sands surfaces in preparation for texturing and painting.
- Assemble and move furniture or office equipment, hang pictures or bulletin boards.

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- Inspect building, facilities and grounds for compliance with safety standards and inform supervisor of needed changes required to insure compliance and to maintain the buildings and facilities operating with maximum effectiveness while maintaining a professional appearance.
- Complete basic records, such as work orders, time sheets, requisitions and activity reports; maintain appropriate documentation records, and make suggestions for cost effective and cost saving improvements.
- Work with and oversee outside contractors hired to perform maintenance on roofs, HAVC systems and major expansion, renovation and maintenance projects to monitor and assure compliance with established facility standards, as requested.
- Perform other duties as directed or assigned.

### **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill and/or ability required. Requires demonstration of customer service skills.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED),
- three years building and facility maintenance experience, or
- any equivalent combination of training and experience.
- Additional education or training in trades related to building maintenance is highly desirable.

### **LANGUAGE SKILLS**

- Ability to read, interprets, and follows blueprints or assembly instructions and manuals, general professional and trade periodicals, technical government and safety regulations.
- Ability to write reports, business correspondence, and produce manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid driver's license.

### **OTHER SKILLS AND ABILITIES**

- Knowledge of and experience in trade skills required for building, facility and grounds maintenance, repair and upkeep.
- Must possess an extensive variety of building facility and grounds maintenance procedures and techniques.
- Must have good communication skills, both verbal and written.
- Must be able to propose and execute plans with minimum guidance and assistance.
- Must have knowledge of the OSHA Rules and Regulations and safety, electrical, plumbing and building codes.
- Prefer ability to converse in the Tohono O'odham language.

### **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 this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
  - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; and talk or hear.
  - Successful candidate must possess manual dexterity and visual acuity, as well as the ability to listen and communicate orally and use hands, stand for periods of time, walk, sit, bend, stoop, squat, lift and carry between 50-75 pounds, twist, balance, kneel, and crouch.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- While performing the duties of this job, the employee is occasionally exposed to wet and/ or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderate.
- Works both outside and inside, in quiet and noisy work environments.
- Must be able and willing to work outside under inclement weather conditions.