

JOB DESCRIPTION

DEPARTMENT: BUILDING MAINTENANCE

JOB CODE: BM-C-403

9/2007

JOB TITLE: FACILITIES MAINTENANCE TECHNICIAN

JOB SUMMARY: Performs a variety of skilled facility and maintenance work. All repair of general electrical problems and preventive maintenance to include HVAC repair and maintenance.

JOB DUTIES INCLUDE:

- Performs electrical repairs and maintenance work as directed by supervisor.
- Performs HVAC repairs and maintenance work as directed by supervisor.
- Performs manual tasks relating to the construction and building trades to include: rough framing and finish carpentry.
- Installing, finishing and repairing drywall and ceilings.
- Scraping, priming, painting and finishing.
- Performs electrical work such as rough wiring, installing control boxes, switches and lights.
- Laying block, brick, stone and prepare framing for concrete work.
- Install plumbing fixtures and lines.
- Install carpet and tile flooring.
- Performs installation and repair of heating and air conditioning equipment to include ductwork.
- Electrical set-up and preparation for various special events for the City of Clarksville.
- Installation of door and windows to include overhead doors.
- Repair and re-keying of locks and duplication of keys.
- Repair/replace lighting fixtures and all ballast and bulb types.
- Construct and repair any cabinetry.
- Recommends purchase of repair parts and fabricated parts when necessary.
- Requisitions necessary parts and equipment for all repairs as needed.
- Maintains spare parts inventory, equipment and paint code records.
- Operates a variety of hand tools, power and pneumatic tools and equipment.
- May operate light and heavy equipment when necessary.
- May perform minor welding and metal cutting operations.
- Performs all preventive maintenance on tools, equipment and all facilities.
- May be required to perform general landscaping functions.
- May be required to work overtime or on weekends as needed.
- Perform all related duties as assigned.

KNOWLEDGE AND EXPERIENCE:

- Ability to use good judgment when making repairs regarding cost and procedures.
- Three (3) years in HVAC, electrical, plumbing, gas/water and overhead roll door installation and repair.

Page Two
Facilities Maintenance Technician

- Knowledge of skilled construction, maintenance and electrical, plumbing, gas and HVAC practices and techniques.
- Ability to read blueprints and schematics.
- Must have supervisory experience and knowledge of safety requirements.
- Knowledge of practices and the operation and performance of heavy and light equipment.
- Knowledge of State and Federal legal regulations regarding employee health and safety.
- Knowledge of materials and equipment used in electrical and HVAC work and related equipment and tools.
- Must have electrical license, Gas and HVAC certification or ability to obtain within 30 days.
- Ability to perform heavy manual labor or labor of increasing difficulty and/or under unfavorable climatic conditions.
- Ability to establish and maintain an effective working relationship with department staff, co-workers and the public.
- Must possess a valid driver's license.

JOB CONDITIONS:

- Indoors/outdoors in moderately unfavorable conditions.
- Must be able to meet physical demands of the job.
- Lifting of heavy materials and awkward physical positions.
- Work flexible schedule to include nights or weekends.
- Exercise safety practices using power tools, heights, lifting and vehicle usage.
- Performs duties with limited supervision.

SALARY

Grade P - 1 \$30,865

Please complete the City of Clarksville Application available at the
Career Service Center of TN - 350 Pageant Lane - Clarksville, TN 37040