



AUGUST 2020
FLSA: NON-EXEMPT
Bargaining Unit: TC
JCN: 6605

County of El Dorado

PA # 7/SBMW.1-2

June 1990
Revised: January 2005
Revised: February 2013

BUILDING FACILITIES OPERATIONS TECHNICIAN

DEFINITION

Under general supervision, works alone or with assistance to perform difficult skilled heating, ventilation, and air conditioning (HVAC) repair work on large and complex jobs; monitors, repairs, and adjusts building operating systems; ~~may assist~~ provides technical and functional direction and training to lower-level staff; assists with special projects; assists with general building maintenance assignments and duties; and performs related duties assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Facilities Operations Supervisor. Exercises technical and functional direction over and provides training to other staff.

CLASS CHARACTERISTICS

This is the lead/advanced-level classification in the Facilities Operations class series. Incumbents work under general supervision and exercise a highly skilled craft worker high level of discretion and independent judgment in performing the full range of routine to complex maintenance and repair of heating, ventilation, air conditioning or refrigeration equipment at an advanced journey level.

This class is distinguished from Building the Facilities Operations Supervisor in that the latter has full supervisory responsibility for a staff variety of skilled maintenance workers and custodial staff.

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

- Checks Performs complex troubleshooting and repair of industrial and commercial mechanical HVAC equipment and control systems.
- Troubleshoots, repairs, and maintains complex computer-operated direct digital control and energy management control systems.
- Monitors weather, projects, and other events to ensure mechanical systems are not disrupted.
- Monitors the operation of boilers and boiler efficiencies; analyzes stack gases; monitors the safety features of boilers; adds chemicals and tests boiler operations.
- Modifies and repairs forced air heating systems; installs metal duct work, installs and calibrates controls; replaces and repairs motors, blowers, and related equipment.
- Monitors and repairs air conditioning and refrigeration equipment and heat pumps; repairs compressors, valves, and piping systems; changes refrigeration units.
- Maintains and repairs major appliances such as cooking appliances, commercial washers and dryers, walk-in coolers, freezers, ice machines, and commercial refrigeration units.
- Maintains and repairs security hardware in jails, such as pneumatic door controls; monitors and modifies fire alarm systems; installs, repairs, and replaces valves and controllers.

- ~~May maintain~~Assists other maintenance and mechanical personnel in the maintenance of electrical, plumbing, and mechanical systems for the County complexes.—; provides technical assistance, including review and evaluation of work in progress and upon completion.
- Inspects and evaluates building operating systems; prepares work orders; estimates time and material requirements; ~~provides technical assistance to staff; reviews and evaluates work in progress and upon completion.~~
- Performs preventative maintenance on mechanical systems, including lubricating, changing filters, cleaning, and testing components.
- Installs and modifies electrical systems; runs new circuits; pulls wire; installs outlets, switches, and fixtures.
- Installs, modifies, and repairs plumbing and piping systems, including water supply lines, valves, and fixtures, as well as drain, waste, and vent systems.
- ~~May assist~~Assists with a variety of building maintenance projects, as needed.
- ~~May monitor~~Monitors the work of contract workers, and ~~report on same~~provides status reports to supervisor.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- May assist with cleaning of sand, ice, and snow from various entrances and walkways.
- Performs ~~other related~~ duties as assigned.

QUALIFICATIONS

Knowledge of:

- KnowledgePrinciples of diverseproviding functional direction and training.
- Diverse building operations systems, including ~~heating, refrigeration, air conditioning and ventilation-direct digital control, mechanical systems, and HVAC.~~
- Methods and practices of electrical installation, maintenance, and repair.
- Methods, practices, materials, tools, and equipment used in the ~~installation, repair, adjustment and maintenance of equipment common to residential, commercial buildings and facilities.—HVAC trade.~~
- ~~Use and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment related to the work.~~
- Practices and techniques of ~~scheduling~~ preventive maintenance.
- Methods and practices of plumbing and pipefitting.
- ~~Diesel~~Use and care of diesel engines and related generation equipment.
- Safety regulations and practices pertaining to the work.
- Rigging principles and techniques.
- ~~Record keeping principlesPrinciples~~ and procedures—of recordkeeping.
- ~~Shop~~Basic mathematics.

Skill in:

- TrainingPrinciples and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- ~~Train~~ others in work ~~procedures~~methods.
- ~~Troubleshooting~~Troubleshoot and ~~repairing~~repair operating problems in ~~plant~~-equipment.
- ~~Keeping~~Operate and maintain specialized tools and equipment of the carpentry, mechanical, and electrical trades.
- Maintain accurate records of work performed.
- ~~Preparing rough~~Prepare sketches and ~~making rough~~-estimates of work to be performed.
- ~~Reading~~Read and ~~interpreting~~interpret plans, controls, schematics, manuals, blueprints, and sketches.
- ~~Using~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and ~~sound~~ independent judgment within ~~established~~general policy, procedural, and legal guidelines.
- ~~Establishing and maintaining~~Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~-work.

Education and Experience:

Other Requirements:

~~The conditions herein are representative of those~~Any combination of the required experience, education, and training that must be met by an employee to successfully perform the~~would provide the essential~~ knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Four (4) years of journey-level experience in the maintenance and repair of electrical, mechanical, and/or HVAC equipment.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current Environmental Protection Agency Universal Certification of Refrigerant Handling certificate.

PHYSICAL DEMANDS

Must possess ~~functions of~~mobility to work in and around a standard maintenance shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform physical work for extended periods of time, assist with work in confined spaces as appropriately trained and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed material and a computer screen; and hearing and speech to

communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this job-classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations ~~may~~will be made ~~to enable~~for individuals ~~with disabilities to perform the essential job functions~~on a case-by-case basis.

Environment: Work is performed both

ENVIRONMENTAL CONDITIONS

Employees work indoors in an office, centralized maintenance shop, or other County facility environment, and outdoors in all weather conditions andwith varying temperatures, ~~and indoors in an office or other county facility environment~~; frequent exposure to dust and noise levels associated with mechanical equipment and machinery; work above ground level and in confined spaces; occasional exposure to hazardous machinery and equipment; exposure to electrical shock and hazardous substances; infrequent emergency irregular work hours; work below ground level and in confined spaces. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Physical: Incumbents in this class must be in good physical condition and able to exert physical strength for prolonged periods of time. Due to the physical nature of this position, the majority of tasks performed by incumbents involve a combination of two or more simultaneous physical operations requiring but not limited to the following: ~~Frequent~~ standing, walking, stooping, reaching, bending; lifting, carrying, pushing and pulling of equipment and tools weighing up to 40 lbs. ~~Occasional~~ climbing; lifting, carrying, pushing and pulling of equipment and tools weighing more than 40 lbs. ~~Infrequent~~ sitting, running, jumping.

WORKING CONDITIONS

May be required to be on call and to work various shifts or emergencies on evenings, weekends, and holidays.

~~Must possess a valid driver's license.~~

Education and Experience:

Experience: Two (2) years of journey level experience in the maintenance and repair of electrical, mechanical and/or HVAC equipment at a level equivalent to the County's classes of Building Maintenance Worker II or Senior Building Maintenance Worker. Prior lead experience is desirable.