



City of Hopkins

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Classification Title:	Facilities Technician – Housing Redevelopment Authority
Department:	Housing and Redevelopment Authority
Supervisor:	Housing and Redevelopment Director
FLSA Status:	Non-Exempt, Full-Time
Salary:	\$20.45-\$27.60

CLASS SUMMARY:

The Facilities Technician is responsible for performing routine and defined maintenance, repair and cleaning duties for City facilities, ensuring reliable operations of the facilities, grounds and equipment. Responsibilities may include: operating a boiler; painting, minor plumbing repairs; assisting with HVAC maintenance; performing preventative and routine maintenance of facility systems; monitoring the installation, repair, and replacement of equipment parts, HVAC, water, gas, electrical and plumbing systems; monitoring inventory and equipment supplies. Performing maintenance and repair of furniture and equipment, as well as maintaining other parts of the buildings and grounds.

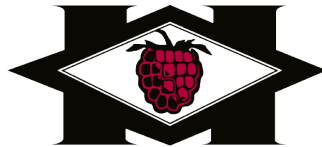
Scope of Impact:

The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Performs routine and defined building maintenance and repair work; work may involve operating a boiler; conducting inspections of facility systems, rental units (HRA position) and equipment; and installing, repairing, and/or replacing equipment parts, and HVAC, water, gas, electrical, and plumbing systems;
- Performs wall repairs, basic painting duties, and minor plumbing repair work; work may also involve replacing light bulbs, ballasts, and fixtures; maintaining and moving furniture and equipment; and maintaining grounds, including performing snow removal and salting duties;



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- Monitors and maintains a variety of cleaning and/or maintenance equipment and supply inventory by ordering supplies, or making purchase recommendations;
- Performs customer service duties in assigned area of operation, and coordinates with internal departments and external agencies; work may involve attending to customer requests regarding performing skilled maintenance and repair work, and setting up and/or tearing down equipment and furniture;
- Maintains maintenance records;
- May serve as the lead worker to part-time employees or volunteers, to include prioritizing and assigning work related to performing skilled preventative and maintenance work;
- Performs other duties of a similar nature or level.

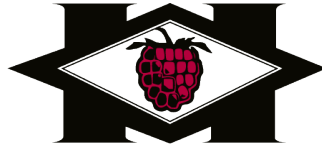
FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Positions in the Public Works department may be responsible for
 - Maintaining facilities, such as arenas, classrooms, team rooms, mechanical rooms, ballfields, park buildings, and other facilities as assigned
 - Collect rental and program fees, process credit card payments as needed
 - Assist Customers in reserving rental of the facility in absence of Pavilion Manager and Scheduling Coordinator
 - Maintenance and repair of special pavilion equipment and facilities including: refrigeration equipment, ice resurfacers (Zamboni); repairs to the arena floor piping, skate tile installation replacement, roof repairs, and other repair/projects
 - Supervise special events as scheduled- provide event supervision and assist event organizers as needed to insure the facility safety and operation guidelines are followed

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Maintenance and repair practices and procedures;
- Applicable Federal, State, and local laws, rules, and regulations;
- Chemicals and chemical mixtures;
- Safety and security procedures;
- Applicable equipment and tools;



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- Customer service principles;
- Inventory maintenance principles;
- Basic mathematical concepts;
- Recordkeeping principles;
- Basic construction procedures.

Skills

- Providing customer service;
- Utilizing a variety of hand and/or power tools;
- Maintaining and repairing specialized equipment;
- Understanding and carrying out written and oral instructions;
- Maintaining records;
- Performing manual labor;
- Operating a variety of hand and power tools;
- Prioritizing and assigning work;
- Operating and maintaining equipment;
- Using a computer and related software applications;
- Identifying situations that require attention;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, residents, the general public, and others sufficient to exchange or convey information.

QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:

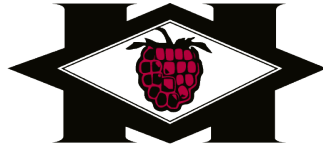
High School diploma or G.E.D; 4 years facility maintenance or related experience; or an equivalent combination of education and experience

LICENSING REQUIREMENTS:

Required within 1 year - Second Class C Boiler Engineer's License
Valid Driver's License

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.



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Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working Conditions:

Incumbents may be exposed to hazardous physical conditions, such as, mechanical parts, electrical currents, and vibrations; atmospheric conditions, such as fumes, odors, gases, and poor ventilation; hazardous materials, such as chemicals, blood, and other bodily fluids; extreme temperatures; inadequate lighting; work space-related movement restrictions; intense noise; and other environmental conditions, such as, challenging behaviors, imminent danger, and threatening environments; incumbents may also be expected to travel

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.