

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Facilities Maintenance Technician I</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Facilities Maintenance Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE: \$28.1642 - \$39.4298 / HR</b>			

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**SUMMARY**

Provides a variety of skilled and semi-skilled work in the construction, maintenance, repair, inspection, restoration, and cleaning of both City occupied and leased buildings and facilities. Works varied schedule to limit the disruption to City operations. Responds to calls for maintenance and repair services 24/7.

**SUPERVISION RECEIVED**

Direction provided by Facilities Maintenance Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains and repairs various facilities, buildings, and structures, including framing, pouring concrete, drywall installation, and repair, bricklaying and repair, painting, repairing windows, doors, and roofing.

- Complete general plumbing work, including unclogging drains and replacing faucets.
- Replace lighting, inspect exit sign lighting, emergency lighting and makes necessary bulb, ballast, and fixture replacement.
- Light electrical work, including replacing fans, motors, switches, and outlets.
- Build office furniture and fixtures.
- Sweep, mop, vacuum.
- Cleans carpets and chairs.
- Lightly dusts and polishes furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment.
- Set up rooms for special meetings or events.
- Open and close City buildings; lock and unlock doors.
- Install and adjust shades and blinds.
- Maintain building maintenance and custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.
- Inspect fire extinguishers and maintain annual logs, replace fire extinguishers when expired.
- Shovel snow at building entrances and building stairways.
- Inspect AED units and maintain log.

- Perform insect and rodent control.
- Install, construct, and/or repair walls, floors, ceilings, fencing, furniture, signs, windows, etc.
- Prepare and paint both interior and exterior of facilities.
- Miscellaneous carpentry, drywall, finish carpentry, roofing.
- Serve on-call regularly.
- Make recommendations to Maintenance Supervisor about city building issues and other City properties.
- Perform monthly elevator tests.
- Perform weekly emergency generator tests.
- Obey all safety regulations.
- Other duties as assigned.

**Knowledge of:**

- Materials, methods, equipment, and tools used in general building maintenance work.
- Materials, methods, equipment, and tools used in custodial services work.
- Materials, methods, equipment, and tools used in the painting trade.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Operation of a variety of maintenance, construction, woodworking equipment.
- Basic personal computer and email operations.

**Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Clean and care for assigned areas and equipment.
- Maintain accurate and up to date records.
- Observe, report, and address needs for maintenance and supplies.
- Understand and carry out oral and written instructions.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment, and supplies.
- Work early morning hours, weekends, and holidays.
- Safely operate a City vehicle and equipment.
- Use a personal computer for word processing, spreadsheets, and email operations

**QUALIFICATIONS**

**Education and/or Experience**

- High School Diploma or GED and three years of experience in building and custodial maintenance work.
- Valid Colorado Driver's License with a good driving record.

### **PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, bend, twist, stoop, kneel, crouch, and crawl. The employee must lift and/or move up to 75 pounds as well as climb and work on ladders. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

**I have read and fully understand the job duties of the job description.**

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_