

**PD**

**POSITION  
DESCRIPTION**

***Facilities Maintenance Technician - Lead***

**Division:**

Facilities

**Reports to:**

Facilities Manager/Division Chief

**FLSA Status:**

Non-Exempt

**Job Status:**

Permanent, Full Time

**Position Supervised:**

N/A

**Represented Status:**

Bargaining Unit

**POSITION SUMMARY**

This position is responsible for performing and assigning work in the area of facilities, maintenance and repair, including carpentry, plumbing, HVAC, painting, basic electrical and other skilled trades work. Assigns work to, and provides general direction and leadership, to the Maintenance Technicians and Assistants.

Work is performed independently within established District policies and objectives. All positions within Central Kitsap Fire and Rescue are expected to adhere to the established Core Covenants and Code of Ethics of the District.

**ESSENTIAL FUNCTIONS**

The following duties are typical tasks included in the principal functions of the job. The list is not exhaustive and does not include miscellaneous, incidental or additional duties that may be assigned by the District as needed and are consistent with applicable laws. The Facilities Maintenance Technician must be able to perform the essential functions of the position with or without a reasonable accommodation.

Duties may include but are not limited to performing or assigning work for the following:

- Preparation and updating preventive maintenance tracking schedules; performance of preventative maintenance inspections.
- Diagnosis of problems with facilities' equipment such as appliances, ventilation equipment, and HVAC systems and either repairs or arranges for repair.
- General maintenance and repairs, remodels or replacements, including plumbing, sewer/septic systems, lighting fixtures, defective lights, fluorescent light ballasts, switches and outlets.
- Exterior and interior preparation and painting of all facilities.
- Installation and repairs of garage doors and openers.
- Installation and maintenance of flooring to include tile laminate and carpeting.
- Scheduling of repairs related to all assigned fire inspection violations.
- Repairs to or replacement of roofs.
- Carpentry tasks including but not limited to rough carpentry; framing; finish carpentry; building and refinishing walls, floors, and ceilings; installation of cabinets, counters,



shelving, and bookcases; replacement of roofs, porches, decks and railings; repairs and installation of windows, hinges, doors, and moldings; repair, and replacement of security locks and alarms, including emergency exit hardware and automatic door closers; fabrication, repair and installation of signage.

- Working with Manager to assure timely completion of contracted out functions, including “walk-throughs”, contactor bidding and specifications, contractor work inspections and closings on public work projects.
- Tracking and maintenance of purchases and work orders.
- Securing of required permitting as needed for repairs and projects.
- Appearing for scheduled work with regular, reliable and punctual attendance.
- Effectively planning and organizing work and completing tasks within prescribed timeframes.

#### **Other Job Duties:**

- Provides general direction and leadership to employees relating to the repair and maintenance of facilities and grounds.
- May assist with inventory and supply duties when needed.
- Performs related duties as assigned.

### **PERFORMANCE REQUIREMENTS**

#### **Knowledge of:**

- Basic building construction and maintenance from all aspects including framing, plumbing, rough and finish carpentry, roofing, HVAC, painting, and basic electrical.
- Applicable City, State and Federal regulations as they relate to a District Repair and Maintenance program.
- Computerized databases, spreadsheets, and word processing applications.
- Materials, tools and equipment used in construction, repair and maintenance activities and the potential hazards associated with these operations.
- How to read and understand building blue prints and drawings.
- How to relate building and construction codes to projects as needed.
- What is needed to implement a successful facilities maintenance program.

#### **Ability to:**

- Coordinate district policies and procedures with city, state, and federal regulations
- Work independently with limited supervision and as part of a team.
- Plan and implement appropriate maintenance repairs and upgrades.



- Develop and maintain positive business relationships, and demonstrate a courteous and cooperative attitude in all dealings with key personnel involved in or directly relevant to the assigned area of work including vendors, contractors, managers, officers, staff and the general public.
- Collaborate with other divisions as necessary to meet customer requirements and minimize negative impacts on the District.
- Solve problems and make decisions while being adaptable and flexible in order to meet the needs of differing circumstances.
- Engage in credentialing process to be a forklift operator.
- Safely operate a snorkel lift, scissor lift, power tools, chain saw, hand tools, district vehicles, and other various rental tools and equipment related to construction and maintenance. Operate district vehicles and drive to various locations or work sites in all types of weather conditions while towing a trailer (various sizes).
- Evaluate facilities and supply an accurate life expectancy for repairs or replacement.
- Communicate and express ideas clearly, effectively both verbally and by telephone, email and other electronic means.
- Analyze situations quickly and objectively, determine a proper course of action, negotiate and problem solve.
- Understand and follow written and verbal instructions and directions.
- Support and advance the goals of the District and contribute to a positive, productive environment.
- Maintain courteous and respectful communications with colleagues and supervisors.

**PHYSICAL DEMANDS AND WORKING CONDITIONS** *(Representative of those that must be met or that will be encountered by the employee while performing the essential functions of the position, with or without a reasonable accommodation.)*

- Work is generally performed in various District-owned facilities and grounds; or at various locations in the field, both indoors and outdoors.
- May need to climb into and on facility roofs, crawl spaces, and gain access to other equipment in cramped spaces.
- May require work in disagreeable conditions that include inclement weather and exposure to multiple elements (rain, heat, cold, noise).
- The noise level in the work environment may be relatively noisy while utilizing power equipment, at which time, use of protective gear is provided and required.
- May be exposed to common hazards associated with construction and maintenance work.
- Repetitive motion/finger dexterity is required to use and operate hand and power tools, equipment, personal computer, calculator and related office equipment.
- Hand, arm, and foot coordination is required in order to use equipment, levers and foot pedals.



- Use of vision is needed to observe proper equipment operations and read written materials.
- Need to crouch, climb, reach and lift on a regular basis.
- Frequently lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds and seldom in excess of 75 pounds (with assistance if required).
- Occasionally work evenings and/or weekends in excess of 40 hours per week.

## **QUALIFICATIONS**

- High School Graduate or General Education Degree (GED).
- Five (5) years in a progressively responsible position performing building maintenance or construction. Journey-level trades experience is required. Successful completion of a certified course of study of at least two (2) years in a related field may be substituted for two (2) of the five (5) years of required experience.
- Must possess and maintain a valid Washington State Driver's License.
- Prior to appointment, the successful candidate must submit to and pass a background check and/or a may need a medical evaluation by a District approved physician.
- Must be bondable and insurable.

