



# City of Tempe

## BUILDING EQUIPMENT TECHNICIAN I+

| JOB CLASSIFICATION INFORMATION |                   |                                 |                                   |
|--------------------------------|-------------------|---------------------------------|-----------------------------------|
| <i>Job Code:</i>               | 114               | <i>FLSA Status:</i>             | Non-Exempt                        |
| <i>Department:</i>             | Internal Services | <i>Salary / Hourly Minimum:</i> | \$19.126442                       |
| <i>Supervision Level:</i>      | Non-Supervisor    | <i>Salary / Hourly Maximum:</i> | \$25.820673                       |
| <i>Employee Group:</i>         | NSU               | <i>State Retirement Group:</i>  | ASRS                              |
| <i>Status:</i>                 | Classified        | <i>Market Group:</i>            | Building Equipment Technician II+ |
| <i>Drug Screen / Physical:</i> | Y                 | Y                               | <i>EEO4 Group:</i> Skilled Craft  |

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Building Equipment Technician series. This class is distinguished from the Building Equipment Technician II+ by the performance of the more routine tasks and duties assigned to positions within the series including semi-skilled and skilled installation, servicing, repairing and/or maintaining City owned facilities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**REPORTING RELATIONSHIPS**

Receives immediate supervision from higher level supervisory or management staff.

**MINIMUM QUALIFICATIONS**

|                                 |  |
|---------------------------------|--|
| <i>Experience:</i>              | Two years of experience in building maintenance and repair work, with proficiency in at least two of the building trades.  |
| <i>Education:</i>               | Equivalent to the completion of the twelfth grade supplemented by approved courses for certification in refrigeration, heating, cooling or a related trades field. |
| <i>License / Certification:</i> | Must possess and maintain a valid driver's license   |
| <i>Additional:</i>              | Must pass police polygraph and background examination.   |

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled and skilled work in the maintenance, repair and alteration of facilities infrastructure.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plans, schedules, and participates in the physical performance of the preventive maintenance program for refrigeration, heating and other mechanical building equipment.
- Places equipment in operation by manually checking various gauges and instruments and maintaining proper levels of water, oil, refrigerants, and air pressure as specified by operating and maintenance guides.
- Installs, adjusts, repairs and inspects a variety of electrical, electronic and pneumatic climate controls and valves involved in heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchangers.
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.
- Repairs or replaces leaking and defective roofing.
- Repairs or replaces relays, heavy duty fuses, interlocking and magnetic control circuits, alarm systems, photo and electric eyes and time clocks; measure, cut, thread and install electric conduits; cut, weld and braze light and heavy gauge metals.
- Constructs, installs, remodels and repairs a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, doors, masonry walls; construct a variety of specialized items as required; build forms; pour and finish concrete.
- Directs and performs installation, maintenance, and repairs on equipment and component parts including pneumatic and electronic controls.
- Manually repairs leaks in water, steam or refrigerant lines and coils.
- Creates and updates preventive maintenance records on equipment.
- Performs routine electrical repairs such as replacing HVAC parts, and checking for voltage.
- Programs and operates direct digital controllers and energy management equipment.
- Troubleshoots problems and determines corrective action to eliminate equipment malfunctions.
- Visually inspects entire system and area serviced periodically to determine proper functioning, condition, and maintenance.
- Reads and interprets sketches, diagrams, drawings and blueprints. Provides recommendations during pre-construction phase, for efficient installation and operations of building mechanical equipment.
- Repairs and installs electrical lighting systems and fixtures.
- Operates drain cleaning equipment.

- Mixes prepared paint and paints a variety of surfaces (interior and exterior of buildings).
- Oversees and maintains City master keying system with records and disbursement of all City building keys. Repairs doors, door checks and locks.
- Maintains electronic card access, records and cards.
- Tracks HVAC preventive maintenance refrigeration tracking through computer software programs.
- Assists in coordinating facility maintenance services activities with other City departments, divisions, and sections and with outside agencies.
- Monitors and maintains preventive maintenance records and logs.
- Participates in rotating paid standby schedule for weekends and holidays.
- Trains new and existing staff in established work methods to ensure conformance with accepted, industry-wide and city standards.
- Performs related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (i.e. concrete bars, compressors, air conditioning equipment, AC units, supply boxes, 5 gal paint containers);
- Move heavy objects with forklift, dolly (i.e. moving pallets and materials);
- Operate city vehicles (i.e. service trucks and vans);
- Use power tools (i.e. drill motor, sander, grinders drain and rooter machines);
- Use tools (i.e. hammers, screwdrivers, wrenches);
- Climb stairways and ladders for ceiling and roof entry;
- Traverse uneven surfaces (i.e. roof tops);
- Other physical labor essentials (i.e. digging);
- Work in a stationary position for considerable periods of time (to paint and work on cabinet);
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work (to read maps, blue prints, and spec. sheets);
- Work in confined areas (i.e. attics and crawlspaces);
- Work out of doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes (while working on roof tops, attics, and left stations);
- Exposure to hazards of electrical shock, falls, noise, equipment operations (from AC units, electrical work ladder, roofs (falls), power tools and central plant (noise));
- Exposure to blood and airborne pathogens (due to plumbing);
- Exposure to chemicals, petroleum, products, and cleaning agents (i.e. fumes from water conditioning plants, cleaning solutions, and W-D40);
- May require working extended hours (due to emergency responses);
- May work along for extended periods of time;
- Operate city equipment (such as bucket truck and forklifts).

| COMPETENCIES   |               |  |
|--|---------------|--|
| CLASSIFICATION LEVEL   | INCLUDES      | COMPETENCIES   |
| Foundational   | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory  | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory  | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager  | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director  | In Addition > | Entrepreneurship and Networking  |
| Director   | In Addition > | Organizational Vision  |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |  |

| JOB DESCRIPTION HISTORY   |
|---|
| <p><i>Effective November 1988</i><br/> <i>Reviewed December 1995</i><br/> <i>Revised April 2002</i><br/> <i>Reclassified May 2005</i><br/> <i>Revised March 2006 (added polygraph &amp; background check verbiage)</i><br/> <i>Revised November 2016 (added physical activities &amp; environment settings)</i></p> |