BUILDING SERVICE TECHNICIAN

POSITION SUMMARY

This position performs semi-skilled to skilled maintenance, repair work, groundskeeping, and custodial duties on assigned City facilities, property, and equipment. Responsibilities include ensuring a clean and functional working environment for colleagues and visitors, assisting with event setup, and supporting department operations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facility Maintenance and Custodial Duties:

- Identify, troubleshoot, and perform routine maintenance and minor repairs on facilities, including HVAC, electrical, plumbing, and boiler systems, under the supervision of department leadership.
- Perform custodial duties at assigned facilities, including routine cleaning, sanitation, and upkeep of common areas, offices, and public spaces.
- Supervise licensed contractors when required, ensuring they have necessary resources and understand project expectations.
- Perform chemical application for vector and weed control.
- Perform groundskeeping of City properties as assigned.
- Perform routine and preventive maintenance of equipment.
- Perform snow removal and ice control.
- Perform general care, repairs, upkeep, and maintenance of assigned facilities.
- Perform other duties of similar nature as required.

Special Event Support:

- Assist with event setup and cleanup, including tables, chairs, tents, signage, garbage removal, and restroom maintenance.
- Load, unload, and organize event equipment and supplies.
- Support hands-on activities and programming at events.
- Maintain and inventory special event storage.
- Work evenings and weekends as needed for event implementation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general mechanical, plumbing, and electrical repair and diagnosis.
- Knowledge of operations and maintenance of equipment, tools, and systems such as HVAC, electrical, plumbing, and boiler operation.
- Skilled in snow removal and ice control techniques.
- Ability to work in varying weather conditions.
- Ability to adapt to changing work priorities and respond to City buildings and grounds needs with flexibility.
- Ability to use a variety of office equipment and applicable computer programs.

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- Knowledge of workplace safety practices, including proper use of PPE and adherence to safety protocols for equipment and chemical handling.
- Ability to follow oral and written instructions and express ideas on technical subjects.

QUALIFICATIONS

- High School Diploma or General Equivalency Degree (GED) required.
- One year of experience in buildings or grounds maintenance, custodial work, or a related field preferred.
- Valid Driver's License required.

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Work may include overtime, weekends, and holidays as needed.
- Duties are performed in both indoor and outdoor environments, in all weather conditions, and may involve exposure to hazardous conditions, loud noises, and moving machinery.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, workspace restrictions, and intense noises.
- Heavy Work: Exerting up to 50 pounds of force frequently and/or up to 20 pounds of force to move objects.

Classification: Grade 12 (PW-12)
FLSA: Non-Exempt
Created: 3/26/25 PW Director Praus, HR Nameniuk
Approved by City Commission: 4/15/2025
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.