

39.28 Maintenance & Logistics Technician

Position: Maintenance & Logistics Technician

Date: January 9, 2024

(Adopted January 9, 2024-Board Action)

Reports to: Deputy Chief

Entry Level Pay: \$38,613.00

Analyst: Assistant Chief

CHARACTERISTICS OF THE CLASS

The Maintenance & Logistics Technician is a key component in the delivery of efficient Emergency Medical Services. The Maintenance & Logistics Technician must be self-motivated and well versed in time management skills. The Maintenance & Logistics Technician is responsible for performing routine maintenance and repairs of the various EMS facilities, assisting the Fleet Manager with various vehicle maintenance tasks, and perform maintenance of the grounds and facilities. The Maintenance & Logistics Technician will work with the Division Chief to develop and manage the annual building and grounds maintenance budget and oversee remodel projects as needed.

Note: The job duties illustrated are intended only as examples of the type of work performed by employees assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on the departmental needs. The essential job function for the positions are identified and included with the personnel requisitions submitted by the department.

EXAMPLES OF DUTIES

The position of Maintenance Technician is essential to the Department's building maintenance, upgrades, and acquisitions. Functions include, but are not limited to:

- Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards
- Performs rough and finish carpentry work in building and repairing buildings and facilities
- Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels etc.)
- Maintain heating systems to ensure functionality, change air filters, and general maintenance.
- makes preventive and emergency plumbing repairs and installs plumbing fixtures
- Inspect alarm systems (fire, protection) and schedule repairs when needed. Perform monthly fire extinguisher inspections.
- Repairs doors, locks, window frames, tables, chairs and other wooden equipment;
- Mixes prepared paints and paints a variety of surfaces both inside and outside buildings;
- Replaces broken window glass, and repairs or replaces window cords;
- Performs routine plastering on small jobs and patch plastering on old wall surfaces;
- Repairs leaking roofs and replaces defective roofing;
- Installs and repairs electrical switches, lighting fixtures, heaters, etc.;
- Performs related tasks as required.
- Undertake activities of pest control such as spraying insecticide and coordinate those services with third party contractors.
- Conduct general upkeep procedures (e.g. landscaping) and other tasks as assigned (painting, carpentry etc.)
- Conduct general landscaping duties and coordinate those activities with contracted mowing company.
- Assist in budget preparation for building and grounds maintenance and ensure it is followed.
- Assist Fleet Manager with minor vehicle maintenance and repairs as required.
- Other duties as may be assigned.

REQUIREMENTS

A) Training and Experience

High school graduate or GED and considerable experience in building, construction or mechanical maintenance and repair work in various trades, one of which shall have been at the journeyman level; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Knowledge and experience in basic auto mechanics preferred.

B) Knowledge, Abilities and Skills

General knowledge of the methods, practices, tools and materials used in mechanical, construction or building maintenance and repair work; general knowledge of occupational hazards and necessary safety precautions applicable to building and mechanical maintenance work; ability to interpret and work from sketches and penciled layouts; ability to supervise a small group of semiskilled or unskilled subordinates when necessary; skill in the use and care of tools and equipment necessary to perform various building maintenance and repair tasks, including journeyman level skill in at least one trade, and reasonable facility in several related trades.

OTHER REQUISITES

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

PDC LEVEL:

Very heavy due to occasionally having to move over 100 lbs.

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the operation of gasoline or diesel-powered equipment. Task involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions, and contours.