



DURANGO FIRE PROTECTION DISTRICT

JOB DESCRIPTION

Facilities / Maintenance Technician

Salary Grade: 21

Division/Bureau: Operations

Supervisor: Fleet Facilities Director

JOB SUMMARY

This position performs general maintenance to Durango Fire Protection District buildings and grounds. Performs semi-skilled and skilled building and grounds maintenance and repairs such as painting, carpentry, electrical, mechanical, plumbing, mowing, snowplowing and landscaping. Moves and installs furniture and other equipment as required.

ESSENTIAL FUNCTIONS

1. Follows the Mission, Values and Department expectations
2. Maintain and perform routine inspections and maintenance at all stations to include; plumbing, lights, ceiling tiles, doors and mechanical equipment, including custodial equipment, furnaces and H-vac systems for proper operating conditions. Fix or replace when appropriate, change out light bulbs, ballasts, switches and plugs.
3. Evaluates service costs and makes related recommendations. Identifies and recommends improvements in operations to ensure maintenance functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Complies with all building codes. Uses all required safety equipment.
4. Keeps immediate outside areas of all stations free from trash and debris. Clean rain gutters and storm drains. Performs annual service work and general maintenance on sprinkler systems.
5. Perform skilled and semi-skilled functions in maintaining Durango Fire Protection District buildings and grounds; maintain records on all work performed.
6. Operate construction and maintenance equipment and tools such as power hand tools, airless spray painters and related equipment; maintain hand tools and assigned equipment; perform preventative maintenance on equipment; keep inventory of equipment
7. Estimate time, materials, and equipment needed for jobs assigned.
8. Repair light fixtures, including changing ballasts and bulbs; repair wiring.
9. Perform minor plumbing work; unclog sinks, toilets, urinals.
10. Perform carpentry work; hang doors; install door closures and hardware repair or replace window frames and broken windows; repair damaged dry wall, plaster, roofing, doors and broken tiles.
11. Troubleshoot heating and air conditioning equipment; perform minor maintenance.
12. Utilize proper safety precautions related to all work performed.
13. Prepare a monthly status report on the building and grounds for the Fleet Services Manager



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KNOWLEDGE AND SKILL REQUIREMENTS

1. Business letter writing and basic report preparation techniques
2. Basic knowledge of standard practices, methods, materials, tools and equipment used in general building maintenance. Working knowledge of simple hand tools.
3. Working knowledge of routine electrical, mechanical and plumbing repair and maintenance.
4. General knowledge of occupation hazards and standard safety practices.
5. Knowledge of district geography and boundaries.
6. Establish and maintain professional and effective working relationships with those contacted during work

QUALIFICATIONS

- Two years of semi-skilled or skilled building maintenance experience.
- Valid Driver's License
- CPR certification
- High School Diploma (or higher education). or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Must be able to read and write the English language.
- Must be able to operate specific District vehicles in non-emergent situations.
- Must pass and maintain a yearly Physician's physical to perform the duties, activities and requirements as stipulated in the job description.

PHYSICAL REQUIREMENTS

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Travel from site to site, work at heights on ladders, exposure to noise, dust and inclement weather conditions.
- Heavy Work: Exerting in up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Revised 10/21/2020