



## Attachment A

### Building Maintenance Technician C

#### **Nature and Scope of Position:**

Perform basic diagnosis, repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a higher classification or a Facilities Supervisor. May be required to assist or work with other employees in the Facilities Department.

#### **Typical Duties:**

Perform basic preventative maintenance, troubleshooting, and repairs as required for facilities, buildings, grounds, tools, and equipment.

Identify and report potential problems related to facilities, buildings, grounds, tools, and equipment to Facilities supervision.

Identify and report problems with mechanical, electrical, and plumbing systems to Facilities supervision.

Performs basic electrical repairs and installation to de-energized equipment not exceeding 120, 208/277 & 240 volts.

Performs basic plumbing repairs and installation on equipment.

Performs basic carpentry, drywall, painting, flooring, and ceiling repairs.

Performs basic inspection of NGV equipment.

Performs basic office furniture set ups and moves.

Must be able to use various testing devices.

Maintain repair logs and records.

Use a personal computer to communicate via email and input data.

Respond to and complete customer or tenant requests for Facilities related services.

Assist other departments with conference room setups, safety audits, environmental audits and other relevant duties and requests approved by Facilities Supervisor.

Respond to and act upon any conditions requiring repairs, preventative maintenance,



diagnosis, and/or emergency repairs.

Assigned duties are performed both inside and outside in all weather conditions.

Some assigned duties require the use of a ladder or lifts at various heights.

Communicate professionally with customers, contractors, supervisors, and other employees.

Coordinate with vendors and contractors as needed.

Purchase and stock supplies necessary to perform typical duties.

Safely use and maintain various hand tools as required.

May be required to operate various types of equipment.

Attend Company and manufacturer sponsored training and refresher courses on specialized equipment as required.

Other duties as assigned.

### **Required Qualifications:**

Must be available for overtime and callout when needed.

Must have basic mechanical skills and a basic understanding of electrical systems.

Must be familiar with diagnostic equipment.

Must be able to interpret manuals, blueprints, schematics, and circuit diagrams.

Must have good personal computer skills.

Must have good oral and written communication skills.

Must have an acceptable attendance and work record.

Must have and maintain a valid driver's license.

Must have good math skills and be able to perform basic math functions.

Experience in or exposure to plumbing, commercial HVAC/R, or electrical systems.

### **Progression:**

Employees who have demonstrated the ability to perform all functions of the Building Maintenance Technician C classification, and have completed the required courses listed below, will be promoted to Building Maintenance Technician B after a period of 12 months, or sooner, with the recommendation of local management.

Must have successfully completed the following courses:

- TPC - Basic Electricity for the Non-Electrician 2-day class, or equivalent
- TPC - Introduction to General Maintenance 2-day class, or equivalent



## **Building Maintenance Technician B**

### **Nature and Scope of Position:**

Perform diagnosis, repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a higher classification or a Facilities Supervisor. May be required to direct, assist, or work with other employees in the Facilities Department.

### **Typical Duties:**

Performs all duties of lower classification.

Perform preventative maintenance, troubleshooting, and repairs as required for facilities, buildings, grounds, tools, and equipment.

Identify and report potential problems related to facilities, buildings, grounds, tools, and equipment to Facilities supervision.

Identify and report problems with mechanical, electrical, and plumbing systems to Facilities supervision.

Troubleshoot and make repairs to a variety of equipment and systems using blueprints, drawings, schematics, specifications, codes, and handbooks.

Performs electrical repairs and installation to de-energized equipment not exceeding 120, 208/277 & 240 volts.

Performs plumbing repairs and installation on equipment

Performs carpentry, drywall, painting, flooring, and ceiling repairs.

Performs inspection of NGV equipment.

Performs office furniture set ups and moves.

Use various testing devices to troubleshoot mechanical and electrical systems.

Maintain repair logs and records.

Use a personal computer to communicate via email and input data.

Respond to and complete customer or tenant requests for Facilities related services.



Assist other departments with conference room setups, safety audits, environmental audits and other relevant duties and requests approved by Facilities Supervisor

Respond to and act upon any conditions requiring repairs, preventative maintenance, diagnosis, and/or emergency repairs.

Assigned duties are performed both inside and outside in all weather conditions.

Some assigned duties require the use of a ladder or lifts at various heights.

Communicate professionally with customers, contractors, supervisors, and other employees.

Coordinate with vendors and contractors as needed.

Purchase and stock supplies necessary to perform typical duties.

Safely use and maintain various hand tools as required.

May be required to operate various types of equipment.

Other duties as assigned.

Attend Company and manufacturer sponsored training and refresher courses on specialized equipment as required.

Other duties as assigned.

**Required Qualifications:**

Must be available for overtime and callout when needed.

Must have a demonstrated knowledge of all building maintenance activities related to buildings, grounds, mechanical, plumbing, and electrical systems.

Must be able to use diagnostic equipment.

Must be able to read and interpret manuals, blueprints, schematics, and circuit diagrams.

Must have good personal computer skills.

Must have good oral and written communication skills.

Must have an acceptable attendance and work record.

Must have and maintain a valid driver's license.

Must have good math skills and be able to perform basic math functions.

Experience in or exposure to plumbing, commercial HVAC/R, or electrical systems.

Must have demonstrated the ability to perform all duties associated with the Building Maintenance Technician C classification for 12 months or less and be recommended by local management.



**Progression:**

Employees who have demonstrated the ability to perform all functions of the Building Maintenance Technician B classification, and have completed the required courses listed below, will be promoted to Building Maintenance Technician A after a period of 12 months, or sooner, with the recommendation of local management.

Must have successfully completed the following courses:

- NATE – Ready to Work Certification
- TPC - Electrical Troubleshooting & Preventative Maintenance 2-day class, or equivalent



## **Building Maintenance Technician A**

### **Nature and Scope of Position:**

Perform diagnosis, repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a higher classification or a Facilities Supervisor. May be required to direct, instruct, assist, or work with other employees in the Facilities Department.

### **Typical Duties:**

Performs all duties of lower classifications.

Perform preventative maintenance, troubleshooting, and repairs as required for facilities, buildings, grounds, tools, and equipment.

Identify and report potential problems related to facilities, buildings, grounds, tools, and equipment to Facilities supervision.

Identify and report problems with mechanical, electrical, and plumbing systems to Facilities supervision.

Diagnose, troubleshoot, and make repairs to a variety of equipment and systems using blueprints, drawings, schematics, specifications, codes, and handbooks.

Performs electrical repairs and installation to de-energized equipment not exceeding 120, 208/277 & 240 volts.

Performs plumbing repairs and installation on equipment.

Performs carpentry, drywall, painting, flooring, and ceiling repairs.

Performs inspection of NGV equipment.

Performs office furniture set ups and moves.

Use various testing devices to troubleshoot mechanical and electrical systems.

Maintain repair logs and records.

Use a personal computer to communicate via email and input data.

Respond to and complete customer or tenant requests for Facilities related services.



Assist other departments with conference room setups, safety audits, environmental audits and other relevant duties and requests approved by Facilities Supervisor

Respond to and act upon any conditions requiring repairs, preventative maintenance, diagnosis, and/or emergency repairs.

Assigned duties are performed both inside and outside in all weather conditions.

Some assigned duties require the use of a ladder or lifts at various heights.

Communicate professionally with customers, contractors, supervisors, and other employees.

Coordinate with vendors and contractors as needed.

Purchase and stock supplies necessary to perform typical duties.

Safely use and maintain various hand tools as required.

May be required to operate various types of equipment.

Other duties as assigned.

Attend Company and manufacturer sponsored training and refresher courses on specialized equipment as required.

Other duties as assigned.

**Required Qualifications:**

Must be available for overtime and callout when needed.

Must be proficient in the maintenance and repair of all buildings, grounds, mechanical, plumbing, and electrical systems.

Must be proficient in the use of diagnostic equipment.

Must be able to interpret manuals, blueprints, schematics, and circuit diagrams.

Must have good personal computer skills.

Must have good oral and written communication skills.

Must have an acceptable attendance and work record.

Must have and maintain a valid driver's license.

Must have good math skills and be able to perform basic math functions.

Experience in or exposure to plumbing, commercial HVAC/R, or electrical systems.

Must have demonstrated the ability to perform all duties and successfully completed all required training courses associated with the Building Maintenance Technician B classification for 12 months or less and be recommended by local management.



**Progression:**

Employees who have demonstrated the ability to perform all functions of the Building Maintenance Technician A classification, and have completed the required courses listed below, will be promoted to Technical Service Specialist C after a period of 12 months with the recommendation of local management.

Required Courses:

- Universal EPA Section 608 Technical Certification
- TPC – Hands-On Air Conditioning Maintenance and Troubleshooting 2-day class.
- Aerco Factory Boiler Training Certification, or equivalent





## Technical Service Specialist C

### **Nature and Scope of Position:**

Performs troubleshooting, maintenance, and repairs on all HVAC/R (Heating, Ventilation, Air Conditioning & Refrigeration) electrical systems, and NGV (Natural Gas Vehicle) equipment. Performs skilled work individually or under the direction of a higher classification or a supervisor. May be required to direct, assist, or work with other employees in the Facilities Department.

### **Typical Duties:**

Performs duties of lower classifications.

Perform preventative maintenance on a variety of commercial/industrial HVAC/R, electrical, building infrastructure and NGV equipment.

Use diagnostic equipment to troubleshoot and repair equipment.

Make recommendations to Facilities management regarding the repair or replacement of equipment and systems.

Properly care for and maintain all tools and work equipment used in assigned job duties.

Prepare handwritten or computer-generated documents and reports as required by the work performed.

Communicate professionally with customers, contractors, supervisors, and other employees.

Attend Company sponsored, refresher, and manufacturers training courses on specialized equipment.

Obtain certification and operate forklift for facilities activities.

Other duties as assigned.

### **Required Qualifications:**

Must be knowledgeable in the methods of inspecting, repairing, and maintaining light industrial and commercial air conditioning, heating, and refrigeration equipment for large buildings including automated building management systems.

Must have demonstrated an aptitude for mechanical and electrical work.

Must be proficient in all the duties associated with the Building Maintenance Technician A job classification.

Must be able to maintain, troubleshoot, repair, and install equipment from blueprints, circuit diagrams, and manufacturer specifications.



Must be proficient in the use of a variety of diagnostic equipment.  
Must be able to use a Company computer to input data, generate reports, etc.  
Must be willing to travel, be available for callout, and work overtime as needed. Occasional overnight stays may be required.  
Must be willing to work outside in all types of weather.  
Must have and demonstrate good interpersonal and communication skills.  
Must have an acceptable attendance and work record.  
Must have and maintain a valid driver's license.

**Required Training:**

- Universal EPA Section 608 Technical Certification
- TPC – Hands-On Air Conditioning Maintenance and Troubleshooting 2-day class.
- Aerco Factory Boiler Training Certification, or equivalent

**Progression:**

Employees who have demonstrated the ability to perform all functions of the Technical Service Specialist C classification, and have completed the required courses listed below, will be promoted to Technical Service Specialist B after a period of 12 months, or sooner, with the recommendation of local management.

Must have successfully completed the following courses:

- TPC – Air Conditioning and Refrigeration 2-day class, or equivalent
- Bauer C-15 Compressor Factory Training
- TPC – Electrical Ladder Drawings, Schematics, & Diagrams, or equivalent

**Technical Service Specialist B**



### **Nature and Scope of Position:**

Performs troubleshooting, maintenance, and repairs on all HVAC/R (Heating, Ventilation, Air Conditioning, & Refrigeration) electrical systems, and NGV (Natural Gas Vehicle) equipment. Performs skilled work individually or under the direction of a higher classification or a supervisor. May be required to direct, assist, or work with other employees in the Facilities Department.

### **Typical Duties:**

Perform all duties of lower classifications.

Perform preventative maintenance on a variety of commercial/industrial HVAC/R, electrical, building infrastructure and NGV equipment.

Use diagnostic equipment to troubleshoot and repair equipment.

Make recommendations to Facilities management regarding the repair or replacement of equipment and systems.

Properly care for and maintain all tools and work equipment used in assigned job duties.

Prepare handwritten or computer-generated documents and reports as required by the work performed.

Communicate professionally with customers, contractors, supervisors, and other employees.

Attend Company sponsored, refresher, and manufacturers training courses on specialized equipment.

Obtain certification and operate forklift for facilities activities.

Other duties as assigned.

### **Required Qualifications:**

Must be knowledgeable in the methods of inspecting, repairing, and maintaining light industrial and commercial air conditioning, heating, and refrigeration equipment for large buildings including automated building management systems.

Must have demonstrated an aptitude for mechanical and electrical work.

Must be able to maintain, troubleshoot, repair, and install equipment from blueprints, circuit diagrams, and manufacturer specifications.

Must be proficient in the use of a variety of diagnostic equipment.

Must be able to use a Company computer to input data, generate reports, etc.

Must be willing to travel, be available for callout, and work overtime as needed. Occasional overnight stays may be required.



Must be willing to work outside in all types of weather.  
Must have and demonstrate good interpersonal and communication skills.  
Must have an acceptable attendance and work record.  
Must have and maintain a valid driver's license.

**Required Training:**

- TPC – Air Conditioning and Refrigeration 2-day class
- Bauer C-15 Compressor Factory Training
- TPC – Electrical Ladder Drawings, Schematics, & Diagrams

**Preferred Qualifications:**

A technical degree with associated certifications in commercial/industrial HVAC/R or electrical systems and four years relevant work experience.

The equivalent of four years of experience in commercial/industrial HVAC/R, electrical systems, or NGV with the following certifications is also acceptable.

- Basic electrical, plumbing, or commercial/industrial HVAC/R certification(s)

**Progression:**

Employees who have demonstrated the ability to perform all functions of the Technical Service Specialist B classification, and have completed the required courses listed below, will be promoted to Technical Service Specialist A based on business need.

Must have successfully completed the following courses:

- NATE CHP-5 Certification or Traditional NATE Certification



## Technical Service Specialist A

### **Nature and Scope of Position:**

Performs troubleshooting, maintenance, and repairs on all HVAC/R (Heating, Ventilation, Air Conditioning & Refrigeration) electrical systems, and NGV (Natural Gas Vehicle) equipment. Performs skilled work individually or under the direction of a supervisor. May be required to direct, assist, or work with other employees in the Facilities Department.

### **Typical Duties:**

Perform all duties of lower classification.

Perform preventative maintenance on a variety of commercial/industrial HVAC/R, electrical, building infrastructure and NGV equipment.

Use diagnostic equipment to troubleshoot and repair equipment.

Make recommendations to Facilities management regarding the repair or replacement of equipment and systems.

Properly care for and maintain all tools and work equipment used in assigned job duties.

Prepare handwritten or computer-generated documents and reports as required by the work performed.

Communicate professionally with customers, contractors, supervisors, and other employees.

Attend Company sponsored, refresher, and manufacturers training courses on specialized equipment.

Obtain certification and operate forklift for facilities activities.

Other duties as assigned.

### **Required Qualifications:**

Must be knowledgeable in the methods of inspecting, repairing, and maintaining light industrial and commercial air conditioning, heating, and refrigeration equipment for large buildings including automated building management systems.

Must have demonstrated an aptitude for mechanical and electrical work.

Must be able to maintain, troubleshoot, repair, and install equipment from blueprints, circuit diagrams, and manufacturer specifications.

Must be proficient in the use of a variety of diagnostic equipment.



Must be able to use a Company computer to input data, generate reports, etc.  
Must be willing to travel, be available for callout, and work overtime as needed.  
Occasional overnight stays may be required.  
Must be willing to work outside in all types of weather.  
Must have and demonstrate good interpersonal and communication skills.  
Must have an acceptable attendance and work record.  
Must have and maintain a valid driver's license.

**Required Training:**

- NATE CHP-5 Certification or Traditional NATE Certification

**Preferred Qualifications:**

A technical degree with associated certifications in commercial/industrial HVAC/R or electrical systems and five years relevant work experience.

The equivalent of five years of experience in commercial/industrial HVAC/R, electrical systems, or NGV with the following certifications is also acceptable.

- Basic electrical, plumbing, or commercial/industrial HVAC/R certification(s)