



## Facilities Technician I Job Description

FLSA STATUS:

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### **DESCRIPTION:**

Under immediate supervision, this position assists in the operation and maintenance of the District's storm drainage maintenance, flood control and storm drainage facilities, and performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

These statements are intended to describe the general nature and level of work being performed by employees in this position, and are not to be construed as an exhaustive list.

#### *All Operations Departments*

- Professionally respond to public concerns/complaints in the field, document issues in writing and with camera, and communicate issues to District assigned personnel.
- Perform electric and portable pump station inspections (pump runs) and collect basin elevation data at assigned locations for periodic inspections and during storm events.
- When on call, inspect and monitor assigned portable and electric pumps, basin elevations, fuel portable pumps, relocate portable pumps and respond to emergency and public concerns.
- Monitor contractor performance.

#### *Developed Basin Maintenance Programs*

- Inspect basins after maintenance contractor has performed scheduled maintenance (mowing, edging, tree trimming, trash pickup, etc.) and communicate with contractor to immediately correct any deficiencies. Perform follow-up inspection as necessary to assure deficiencies are corrected.
- Perform site security inspections and instruct fence contractor to repair any cuts or damaged areas of fence and gates.
- Inspect sites under rodent control by contractor to assure treatment is effective and burrows are being backfilled.

- Inspect, repair, and maintain park play equipment, features and facilities.

*Undeveloped Basin Maintenance Programs*

- Inspect basins after maintenance contractor has performed scheduled maintenance (disking, flailing, trimming, etc.) and communicate with contractor to immediately correct any deficiencies. Perform follow-up inspection as necessary to assure deficiencies are corrected.
- Perform site security inspections and instruct fence contractor to repair any cuts or damaged areas of fence and gates.
- Inspect sites under rodent control by contractor to assure treatment is effective and burrows are being backfilled.
- Assist repairing and adjusting irrigation heads, irrigation control valves, repairing breaks in irrigation water lines and programming monthly watering schedules.

*Basin Cleaning/Portable Pump Maintenance Program*

- Setup, break down, operate, fuel and maintain gasoline and diesel-powered portable pumps at assigned locations.

*Rural Facilities Responsibilities*

- Inspect sites under weed and rodent control by contractor to assure treatment is done correctly and effectively.
- Perform site security inspections and instruct fence contractor to repair any cuts or damaged areas of fence and gates.
- Assist in collecting a variety of data including flow rates at toe drains, streams, and channels, stream gaging station data recorders, observation wells, reservoirs and detention basins.
- Assist in performing quarterly and annual inspections of Rural Flood Control dams, levees, channels, and structures.
- Assist with invasive weed surveys documenting type of weed, location, and acreage.

*Telemetry Responsibilities*

- Perform arc welding and fabrication.
- Assist with integration of telemetry control systems.
- Perform electric pump maintenance.

- Perform basic electrical system repair and maintenance.

*Operations Center Responsibilities*

- Ensure cleanliness and organization of warehouse, including lighting system maintenance and restroom maintenance and repairs.
- Prepare conference and board rooms for meetings.
- Trouble shoot, repair, and program the Operations Center irrigation system.
- Oversight of fleet maintenance.
- Repair lighting systems on trailers and portable pumps.
- Inspect and calibrate atmosphere testers.
- Inspect and repair the Operations Center roof and drains.
- Order supplies and tools for the Operations Department.
- Assist repairing and adjusting irrigation heads, irrigation control valves, repairing breaks in irrigation water lines and programming monthly watering schedules.

**OTHER RELATED RESPONSIBILITIES:**

- Assist setting District and FID inter-tie valves to proper settings as assigned.
- Assist exercising and lubricating valves as assigned.
- Assist repairing and adjusting irrigation heads, irrigation control valves, repairing breaks in irrigation water lines and programming monthly watering schedules.
- Assist ordering janitorial supplies and coordinating delivery of janitorial supplies needed at parks.
- May be assigned to assist with other programs within the Facilities Department when determined necessary.
- May be required to work extended hours.

**SUPERVISORY RESPONSIBILITIES:**

None.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

- Basic practices, tools, equipment and materials used in the electrical, carpentry, painting, plumbing, welding, and masonry trades;
- Maintenance and repair of hand and power tools;
- Complex irrigation systems and controllers;
- Principles and practices of on-the-job safety;
- Basic electrical and mechanical troubleshooting skills;
- Basic arithmetic, including percentages;
- General record keeping practices and organizational practices.

Skills/Abilities to:

- Use hand and power tools utilized in the building trades;
- Follow oral and written directions;
- Use good body mechanics and follow basic safety practices in the performance of job duties;
- Establish and maintain effective interpersonal relationships at all organizational levels;
- Perform heavy manual tasks;
- Utilize full range of physical motion to walk, stand/sit for prolonged periods of time, climb, and lift objects weighing up to 50 pounds;
- Work outdoors, sometimes under adverse climatic and hazardous conditions;
- Display maturity, integrity, and good judgement;
- Take initiative to complete assignments and work independently as well as with others;
- Prioritize and organize work;
- Evaluate work load and organize assignments;
- Maintain confidentiality of sensitive District information;
- Prioritize multiple tasks under deadline pressure and adapt quickly to changes;
- Effectively communicate clearly and concisely, both orally and in writing, including exchange of technical information;
- Demonstrate and maintain a high degree of initiative, maturity, integrity, loyalty, accountability and good judgement;
- Respond to after hour emergencies.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma or equivalent required.
- One year general experience in industrial maintenance, water conveyance or related field experience.

Registration, Licenses, Certificates:

- Valid California driver's license.
- Hazardous materials driver's license endorsement to allow Technician to use the District's diesel fuel trailer, may be required within six months of employment.

*Facilities Technicians (except those assigned to the operations center) from time to time must be available to respond to emergencies at District sites within a short period of time. Incumbent must maintain his or her permanent residence in the Fresno/Clovis vicinity which is defined as twelve (12) miles from the intersection of McKinley Avenue and First Street (the approximate center-point of the District's urban service area).*

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified applicants or employees with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses as described in the District's Return to Work Program.*

- While performing the duties of this job, the employee is regularly required to stand, walk, and sit, and use hands and fingers for keyboarding and handling paper documents. Job duties involve repetitive motion of the wrists, hands, and/or fingers.
- The employee is often required to climb, balance, stoop, kneel, crouch, and crawl.
- The employee is often required to reach and grasp with hands and arms, reach above or below the shoulder, twist at the neck or waist, and push and pull.
- The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, visual acuity sufficient to read a computer screen and paper documents, to operate motor

vehicles and heavy equipment, and to make general observations of facilities or structures.

- Acute hearing is necessary for telephone and in-person communication with staff, vendors, and others.
- Speaking abilities required include telephone conversations and in-person communication in small and large group settings.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified applicants or employees with disabilities to perform the essential functions.*

- The position primarily functions outdoors involving exposure to high heat or cold temperatures, wet conditions, exposure to dust and other allergens, humidity, moving on uneven ground, slopes and working at heights.
- The employee regularly is required to ascend/descent, work atop, and traverse ladders, ramps, elevated surfaces and the like.
- The employee is occasionally required to enter confined spaces, such as trenches, open pipelines, pump houses and/or manhole spaces.
- The employee may be exposed to hazards including moving mechanical parts, moving vehicles, electrical current, and exposure to chemicals.
- The noise level in the work environment is usually moderate and occasionally loud.
- Daily local travel using a personal vehicle or District vehicle is required.