



6401 EAST LINCOLN DRIVE, PARADISE VALLEY, ARIZONA 85253

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## **TOWN OF PARADISE VALLEY**

# **LEAD BUILDING MAINTENANCE TECHNICIAN**

**SALARY RANGE: \$26.00 - \$35.00/HR (DOE)**

The Town of Paradise Valley is currently seeking a Lead Building Maintenance Technician. Under limited supervision, performs skilled work in the operation and maintenance of Town buildings, including heating, refrigeration, plumbing and electrical systems, and other general interior and exterior repair; performs other duties as assigned. Open until filled. First review of applications is April 6, 2021

### **Essential Functions:**

- Prepares time and material cost estimates for proposed projects.
- Creates daily, weekly and long-term facility maintenance schedules.
- Develops project proposals, including cost estimates, interpreting blueprints and project layouts, and ensuring that safe work practices are followed.
- Assists in annual budget process.
- Maintains and repairs Town's heating, ventilating and air conditioning systems.
- Inspects equipment, corrects faulty functioning on such components as thermostats, solenoids, compressors, fans, recorders, bearings, etc.
- Diagnosis and repair electrical systems.
- Performs preventative maintenance and repairs on equipment and components.
- Records inspections and services performed in appropriate electronic work order system.
- Checks and cleans hot water boilers, turns on gas, ignites pilots, checks electric duct heating devices and calibrates controls.
- Cleans, treats and makes repairs to water fountains and ice machines.
- Diagnoses and repairs electrical controls and equipment associated with HVAC equipment.
- Repairs and services plumbing fixtures and associated piping and installs new plumbing fixtures.
- Performs rough and finished carpentry in repairing existing structures or constructing new facilities; performs bench carpentry work in the shop.
- Performs interior finishing work such as hanging doors, installing floor and ceiling tile, installing and finishing sheet rock, installing paneling, painting and replacing windows.
- Performs maintenance and installation of lighting fixtures and other electrical components.
- Performs minor roof repairs.
- Coordinates safety inspections for fire extinguishers and sprinkler systems.
- Maintains supplies, equipment and parts inventory.
- Provides assistance to Street Maintenance crews as needed.

**Knowledge, Skills & Abilities:**

- Knowledge of the methods, practices, tools and materials used in air conditioning and heating systems; plumbing operations and maintenance; and general building trades such as carpentry, painting, electrical and plumbing.
- Knowledge of occupational hazards and necessary safety precautions in building maintenance and construction, pursuant to OSHA.
- Knowledge of welding techniques.
- Skill in the use and care of tools and equipment.
- Skill in preparing records, reports, and correspondence.
- Skill in reading plans, interpreting and working from sketches, diagrams, technical orders, and manufacturers' manuals and specifications.
- Skill in working while standing on ladders, lifts, or rooftops.

**PHYSICAL REQUIREMENTS**

This position requires light to very heavy work. Light work involves exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Very heavy work involves exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Other physical requirements include hearing, seeing, and talking by expressing or exchanging ideas by means of the spoken word, which include activities that must convey detailed or important spoken instructions to other workers or the public accurately, loudly, or quickly; and repetitive motions that include substantial movements (motions) of the wrists, hands, and/or fingers. Other physical requirements may include climbing, balancing stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling. Ability to sit and/or stand for extended periods of time.

**MINIMUM REQUIREMENTS**

Possession of a high school diploma or GED certificate. Any combination of training and experience equivalent to a technician's certificate in a HVAC specialized field or apprenticeship program in an approved HVAC program; and four years of experience in general facilities maintenance and repair (plumbing, electrical, welding, etc.) including two years working on chilled water systems.

**APPLICATION AND SELECTION PROCESS:**

Open until filled. First review of applications is April 6, 2021. *In order to be considered, applicants must submit a cover letter, resume and complete the Town of Paradise Valley Job Application located at <http://paradisevalleyaz.gov/168/Employment-Opportunities>*

***The Town offers an exceptional benefit package at no cost for employee only health insurance!***