



***Position Description***

<b><i>Department</i></b>	Facilities
<b><i>Position Title</i></b>	Building Maintenance Tech IV
<b><i>Grade</i></b>	7
<b><i>Reports To</i></b>	Supervisor - Facilities
<b><i>FLSA</i></b>	Non-Exempt
<b><i>Approved Date</i></b>	September 1, 2003
<b><i>Revised Date</i></b>	February 23, 2016
<b><i>Purpose</i></b>	Provides skilled work involving the installation, maintenance and repair of at least one major airport systems such as electrical, plumbing and/or HVAC systems.
<b><i>Duties &amp; Activities</i></b>	(Electrician) Respond to daily work orders utilizing accepted principles and practices, perform repairs, upgrades, and preventive maintenance on wiring, electrical equipment, appliances, and systems. Oversee the installation of new electrical equipment and service panels.
	(Plumber) Respond to daily work orders utilizing accepted principles and practices, perform repairs, upgrades, and preventive maintenance on valves, drains, basins, fixtures, sinks, low pressure boiler, and other plumbing fixtures.
	(HVAC) Read approved plans/blueprints and specifications to determine and execute most efficient and effective method for the installation of new heating and air conditioning equipment.
	(HVAC) Use both refrigeration and electrical test equipment to troubleshoot entire system and make repairs as required. Perform routine preventative maintenance on all existing systems to minimize possibility of system shut down.
	Apply professional skill in the inspection and any required repair of low pressure boilers.
	Maintain all tools and equipment in safe, working order.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<b><i>Role Definition</i></b>	Individual Contributor

<b><i># of Direct Reports</i></b>	None
<b><i># of Indirect Reports</i></b>	None
<b><i>Budget Responsibilities</i></b>	None
<b><i>Education &amp; Experience</i></b>	Minimum 4 years related work experience and/or certification training equivalent which clearly demonstrates the ability to perform all required duties with a minimum of supervisory direction.
<b><i>Language Skills</i></b>	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
<b><i>Math Skills</i></b>	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance.
<b><i>Reasoning Ability</i></b>	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
<b><i>Computer Skills</i></b>	None
<b><i>Technical/Trade Skills</i></b>	Working knowledge of mechanical systems, electrical systems, and building structures. This includes general practices, safety precautions, applicable state and local laws and regulations.
<b><i>Interpersonal Skills</i></b>	Typically has frequent contacts outside the workgroup.
<b><i>Licenses/Certifications</i></b>	Valid Driver's License and clean driving record history is required. State license or respective Journeyman-level certification is strongly recommended for all Plumbers, Electricians and HVAC personnel. This includes EPA certification for HVAC. However, technical and/or leadership experience may be considered in lieu of this preference.
<b><i>Physical Effort</i></b>	The job has intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.
<b><i>Job Environment</i></b>	Works between indoor and outdoor environments with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that may cause noticeable discomfort or a moderate risk of accident or illness.
<b><i>Job Hazards</i></b>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury.
<b><i>Job Pressures</i></b>	There are some deadlines or productivity standards, or the work is somewhat varied.