



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE	FACILITIES TECHNICIAN	
FLSA Status	Non-Exempt	
Bargaining/Non-Bargaining	Non-Bargaining	
Pay Range	Minimum \$34,093	Maximum \$59,864
Reports To	Facilities Coordinator	
Division	Fire Prevention	
Effective Date	01-08-2022	

POSITION SUMMARY

The purpose of this classification is to perform semi-skilled or unskilled work associated with maintenance of grounds, equipment, buildings, and related facilities within the District.

SUPERVISORY RESPONSIBILITIES

This position does not directly supervise personnel, but should be a role model to all staff that may be assigned to work in collaboration with.

ESSENTIAL FUNCTIONS

The Essential Functions contained within this Position Description are representative of the required responsibilities for the position, and may not include all responsibilities. The omission of specific statements of duties does not exclude them from the position's responsibilities if the work is similar, related or a logical assignment for this position. Other duties may be required as assigned.

- Will be supplied with a District Vehicle to be utilized **ONLY** during work hours which would be Monday through Friday, 8:00 A.M. to 5:00 P.M. All supplies/equipment will be supplied by the District to perform the listed job duties.
- Performs general repair and maintenance work on buildings, equipment, and related facilities including but not limited to the fire stations in the District; performs semi-skilled and manual work involving maintenance, facility maintenance, building maintenance, plumbing maintenance, or other projects within the District; assists skilled-trade employees or other workers as needed.

- Performs various tasks involving grounds maintenance, public areas, parking lots, sidewalks, and fence lines.
- Performs various tasks involving building maintenance projects; performs light construction projects; pressure-washes exterior walls and other areas; paints interior/exterior surfaces and equipment; performs masonry work; replaces batteries, and light bulbs.
- Performs various tasks involving plumbing maintenance/repair projects; troubleshoots, maintains, and repairs irrigating systems and minor plumbing problems; repairs broken pipes; replaces or adjusts irrigation system sprinkler heads; turns valves and pumps on/off.
- Performs general/manual tasks associated with District projects; sets up safe work zones at work sites, places traffic cones/signs, and conducts traffic control as needed; replaces parts; climbs ladders; sets up or arranges equipment for special events/activities; lifts/moves furniture, equipment and heavy materials; assists with cleanup following hurricanes, storms, or emergency situations.
- Operates a variety of machinery, equipment, and tools associated with District projects, which may include a utility truck/vehicle, trailer, shovel, rake, pick, machete, post hole digger, level, ladder, gauges, meters, measuring devices, carpentry tools, plumbing tools, electrician tools, painting tools, mechanic tools, power tools, hand tools, or two-way radio.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in working operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, cleaning project work areas, or cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Transports, loads, and unloads equipment and materials used in projects.
- Monitors inventory levels of supplies and materials used in projects.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, daily activity logs, inspection forms, purchase requisitions, work orders, maintenance records, charts, leave requests, or other documents.

- Receives various forms, lists, maintenance records, operational manuals, material safety data sheets, diagrams, policies, procedures, regulations, standards, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer as necessary to complete essential functions, to include the use of word processing, e-mail, or other computer programs.
- Communicates with the Facilities Coordinator, vendors, contractors, and other employees; reviews status work, exchange information, or resolve problems.

ADDITIONAL RESPONSIBILITIES

- Provides assistance to other employees as needed.
- In the event of a declared State of emergency, the Facilities Technician may be called into work during days or hours other than those for which they are regularly scheduled.
- Performs other related duties as required.

REQUIREMENTS

- High school diploma or GED; supplemented by five (5) years previous experience and/or training involving grounds maintenance, road maintenance, water utilities maintenance, general building maintenance, equipment operation, and/or maintenance work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid Florida Driver's License with appropriate endorsement(s).

PERFORMANCE APPTITUDES

Data Utilization

Requires the ability to compile, assemble, copy, record data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction

Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude

Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude

Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning

Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning

Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined which are often characterized by frequent change.

ADA COMPLIANCE

North Collier Fire Control and Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

ACCEPTANCE

I hereby certify that I have read and understand the above job description.

Facilities Technician

Date