

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Date: January 24, 1997
Revised: December 9, 2002
Revised: April 19, 2017
Revised: June 10, 2021
Revised: September 7, 2022
Reviewed: January 17, 2025
Revised: April, 8, 2026

Title: Facilities Maintenance Technician

Department: Police

FLSA Status: Nonexempt

General Summary:

The Municipal Building provides services that are essential to the health, safety and wellbeing of our staff and the citizens they serve. The Facilities Maintenance Technician is a core team member responsible for maintaining a clean work environment. This position primarily works at the Municipal Building but may assist at the Senior Center and Health Department as needed.

Performs a wide variety of skilled building maintenance, repair, and facility operations work to ensure municipal buildings are safe, functional, and operational. This position emphasizes mechanical systems, preventative maintenance, and facility repair. The position also oversees contracted custodial services to ensure cleanliness standards are maintained.

Reporting Responsibilities:

Work is performed under the direct guidance of the Assistant Chief of Police.

Specific Accountabilities:

1. Diagnose, troubleshoot, and repair HVAC, plumbing, electrical, generator, and other building systems
2. Perform preventative maintenance and routine inspections of facility systems and infrastructure and documents in preventative maintenance program Iworq.
3. Monitor and maintain building automation and control systems
4. Maintain fire systems, generators, and related building infrastructure
5. Perform carpentry, drywall, painting, and general building repairs
6. Complete minor renovations, office reconfigurations, and fixture installations
7. Repair and maintain doors, ceilings, flooring, and structural components
8. Maintain inventory and condition of tools, equipment, and maintenance supplies
9. Track maintenance schedules and ensure timely completion of inspections and repairs
10. Maintain records of maintenance activities and system performance
11. Coordinate and oversee contractors for specialized maintenance, inspections, and repairs
12. Obtain quotes and ensure work is completed according to specifications and standards
13. Evaluate contractor performance and address deficiencies

14. Perform or assist with snow removal operations and hazard mitigation
15. Conduct exterior building inspections and perform minor grounds maintenance
16. Respond to after-hours building emergencies and urgent maintenance issues
17. Assess problems and implement immediate or temporary corrective actions
18. Oversee contracted custodial services to ensure cleanliness standards are met
19. Inspect work quality and coordinate cleaning needs based on facility usage
20. Address deficiencies with contracted service providers
21. Clean, sweep, vacuum, mop, and dust offices, meeting rooms, hallways, elevators, stairwells, kitchens, break rooms, lobby areas, conference rooms, and restrooms as needed
22. Collect garbage and recyclables and remove debris from building entrances, parking lots, sidewalks, and landscaped areas as needed
23. Follow disinfection and decontamination procedures when handling bodily fluids and other biohazards
24. Organize janitorial and general storage areas
25. Track janitorial supplies and request replacements as needed

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent), three (3) years of experience in building and grounds maintenance, including operation of light and some medium equipment, and working knowledge of building systems (HVAC, plumbing, electrical) and preventative maintenance practices. Experience with building automation systems (BAS) and coordinating or overseeing contractors preferred. Must possess a valid Wisconsin Driver license and good driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employers drug and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities.

- Working knowledge of building maintenance systems including HVAC, plumbing, and electrical
- Knowledge of preventative maintenance practices and facility operations
- Ability to diagnose mechanical and building system issues and implement solutions
- Working knowledge of carpentry, construction, and repair techniques
- Ability to interpret manuals, diagrams, and specifications
- Ability to maintain accurate maintenance records
- Ability to operate tools, equipment, and machinery safely
- Strong problem-solving skills and ability to work independently
- Ability to establish and maintain effective working relationships with staff, vendors, and the public
- Considerable knowledge of materials, methods, practices, techniques and equipment used in grounds and building maintenance.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to remain drug and alcohol free while on the job.
- Ability to lift and carry up to 50 lbs.
- Knowledge of use and maintenance of industrial cleaning chemicals and equipment.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.

Employee Acknowledgement: _____

Date: _____

Print

Signature