



City of Tempe

BUILDING EQUIPMENT TECHNICIAN I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	114	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Equipment Technician II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification including current salary range.			

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Building Equipment Technician series. This class is distinguished from the Building Equipment Technician II+ by the performance of the more routine tasks and duties assigned to positions within the series including semi-skilled and skilled installation, servicing, repairing and/or maintaining City owned facilities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

REPORTING RELATIONSHIPS

Receives immediate supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in building maintenance and repair work. Experience in heating, ventilation and air conditioning (HVAC), plumbing or electrical is preferred.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of a valid driver's license.
<i>Additional:</i>	Must pass police background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled and skilled work in the maintenance, repair and alteration of facilities infrastructure.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plans, schedules, and participates in the physical performance of the preventive maintenance program for refrigeration, heating and other mechanical building equipment.
- Places equipment in operation by manually checking various gauges and instruments and maintaining proper levels of water, oil, refrigerants, and air pressure as specified by operating and maintenance guides.
- Installs, adjusts, repairs and inspects a variety of electrical, electronic and pneumatic climate controls and valves involved in heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchangers.
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.
- Repairs or replaces leaking and defective roofing.
- Repairs or replaces relays, heavy duty fuses, interlocking and magnetic control circuits, alarm systems, photo and electric eyes and time clocks; measure, cut, thread and install electric conduits; cut, weld and braze light and heavy gauge metals.
- Constructs, installs, remodels and repairs a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, doors, masonry walls; construct a variety of specialized items as required; build forms; pour and finish concrete.
- Directs and performs installation, maintenance, and repairs on equipment and component parts including pneumatic and electronic controls.
- Creates and updates preventive maintenance records on equipment.
- Programs and operates direct digital controllers and energy management equipment.
- Troubleshoots problems and determines corrective action to eliminate equipment malfunctions.
- Visually inspects entire system and area serviced periodically to determine proper functioning, condition, and maintenance.
- Reads and interprets sketches, diagrams, drawings and blueprints. Provides recommendations during pre-construction phase, for efficient installation and operations of building mechanical equipment.
- Operates drain cleaning equipment.
- Mixes prepared paint and paints a variety of surfaces (interior and exterior of buildings).
- Oversees and maintains City master keying system with records and disbursement of all City building keys. Repairs doors, door checks and locks.
- Maintains electronic card access, records and cards.
- Tracks HVAC preventive maintenance through computer software programs.
- Assists in coordinating facility maintenance services activities with other City departments, divisions, and sections and with outside agencies.
- Monitors and maintains preventive maintenance records and logs.

- Trains new and existing staff in established work methods to ensure conformance with accepted, industry-wide and city standards.
- Performs related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed December 1995

Revised April 2002

Reclassified May 2005

Revised March 2006 (added polygraph & background check verbiage)

Revised November 2016 (added physical activities & environment settings)

Revised February 2022 (updated minimum quals)

Revised May 2023 (remove polygraph from min qualifications)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Building Equipment Technician II+

Job Code: 190

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*			X	
Power Tools*			X	
Hand Tools*			X	
Personal Protective Equipment*		X		
Fumes			X	
Computer Software		X		
Chemicals			X	

ENVIRONMENT				
Indoors		X		
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**