



City of Grapevine

## CVB Senior Maintenance Technician

|                     |                                |                     |                       |
|---------------------|--------------------------------|---------------------|-----------------------|
| <b>SALARY</b>       | \$22.79 - \$31.91 Hourly       | <b>LOCATION</b>     | City of Grapevine, TX |
| <b>JOB TYPE</b>     | Full-Time                      | <b>JOB NUMBER</b>   | CVB2401-2             |
| <b>DEPARTMENT</b>   | Convention and Visitors Bureau | <b>OPENING DATE</b> | 01/11/2024            |
| <b>CLOSING DATE</b> | 4/14/2024 11:59 PM Central     |                     |                       |

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### Job Summary

With limited oversight, performs repair, maintenance and installation of associated systems and equipment in Convention and Visitors Bureau (CVB) buildings and facilities.

### Essential Functions

1. Diagnoses, troubleshoots, and repairs problems with HVAC, plumbing and electrical systems.
2. Performs preventative maintenance, inspections, diagnosis malfunctions; performs services and repairs to buildings, electrical systems and equipment, HVAC systems and plumbing.
3. Maintains a schedule and performs preventive maintenance as well as roof replacement, painting cycles, HVAC life cycles in CVB buildings and facilities.
4. Evaluates, recommends and performs installation of electrical and HVAC equipment.
5. Performs basic carpentry and adjusts doors, windows, hinges, locks, handles and replaces mechanical parts, etc.
6. Performs basic sheetrock repairs, sand, paint, texture, etc.; troubleshoots fountains and sprinkler systems and makes repair recommendations.
7. Performs weekly and monthly preventive maintenance protocols on security, lighting, public restrooms and CVB historic structures; monitors all lighting systems in all CVB buildings and replaces as needed.
8. Maintains a documented spreadsheet inventory of parts and supplies for an effective facilities maintenance program; maintains all associated documentation with CVB repairs and maintenance.
9. Works on Glockenspiel Tower equipment and performs troubleshooting, maintenance and repair of equipment.
10. Willingness to work weekends and evenings when emergencies or events require it.
11. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
12. Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.
13. Meets weekly with supervisor to give progress reports, receive and review current and planned tasks and project duties.
14. Regular and timely attendance are required for this position.

### Required Skills

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Must have knowledge of advanced building maintenance systems, electrical, HVAC, plumbing, carpentry, and building maintenance and repair methods.
- Must be knowledgeable of federal, state, and local codes and regulations applicable to electrical, HVAC, plumbing, construction, and life safety.
- Must have the ability to follow both written and verbal instructions.
- Must be able to make simple mathematical calculations and have the ability to read and interpret blueprints and drawings.
- Must have physical ability to perform assigned tasks and work at various heights above the ground and during adverse weather conditions.
- Must have the ability to complete tasks as assigned.
- Ability to work in a team environment, contribute as a team member and treat co-workers and customers with respect.
- Ability to work any day of the week (weekends and weekdays) and long hours.
- Ability to work on ladders and inspect roofing and rooftop HVAC equipment

## **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS**

Requires a high school diploma or equivalent plus five years of progressively responsible experience in the maintenance and repair of commercial buildings, HVAC, electrical, and plumbing systems.

An Associate's of Applied Science degree or completion of a two-year training program from an accredited trade or technical school may be substituted for two years' experience.

Two of the following licenses is preferred:

- Certified Maintenance Technician
- Air Conditioning Certification
- Electrical Technician Certification
- Facility Maintenance Technician Certification
- Journeyman Electrician License
- Tradesman or Journeyman Plumbing license

Must pass a Federal/National criminal background check. Must have a valid Texas driver's license with an acceptable driving record as defined by City policy.

Must pass a pre-employment basic physical, drug screen and functional assessment screening (Level 2).

## **WORKING CONDITIONS**

While performing the essential functions of this position, there will be routine and frequent exposure to:

- Bright/dim light
- Dusts and pollen
- Extreme heat and/or cold
- Wet or humid conditions
- Extreme noise levels
- Vibration
- Fumes and/or noxious odors
- Traffic
- Moving machinery
- Electrical shock
- Heights
- Toxic/caustic chemicals
- Other extreme hazards not listed above

Safety equipment such as gloves, goggles, hard hats, safety vests, steel-toe boots, back support belts, and seat belts are

provided and must be worn as required by department procedures and good safety practices.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job entails moderate physical labor, which requires strength and agility. While performing the duties of this job, the employee frequently is required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit or smell. The employee must occasionally lift, shovel, and carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

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#### **Agency**

City of Grapevine

#### **Address**

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

#### **Phone**

817-410-3176

#### **Website**

<http://www.grapevinetexas.gov/index.aspx?nid=439>

## **CVB Senior Maintenance Technician Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you have a High School Diploma or a GED?**

- ☐ Yes
- ☐ No

### **\*QUESTION 2**

**Do you have one of the following requirements for the Senior Maintenance Technician?**

- ☐ Five years of progressively responsible experience in the maintenance and repair of commercial buildings, HVAC, electrical, and plumbing systems.
- ☐ An Associate's of Applied Science degree or completion of a two-year training program from an accredited trade or technical school.
- ☐ None of the above

### **\*QUESTION 3**

**Do you have any of the following licenses?**

- ☐ Certified Maintenance Technician
- ☐ Air Conditioning Certification
- ☐ Electrical Technician Certification
- ☐ Facility Maintenance Technician Certification
- ☐ Journeyman Electrician License
- ☐ Tradesman or Journeyman Plumbing license

**\*QUESTION 4**

**Do you have the ability to work weekends, holidays and long hours?**

- ☐ Yes
- ☐ No

**\* Required Question**