



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Facilities Maintenance Technician I
DEPARTMENT: Public Works
DIVISION: Facilities
SUPERVISED BY: Facilities Maintenance Technician III or Facilities Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

Facilities Maintenance Technicians perform a variety of semi-skilled and skilled tasks related to the maintenance and repair of City facilities and equipment including carpentry, plumbing and electrical repairs and maintenance; coordinate and oversee the work of outside contractors; and perform other duties as assigned. This position receives general supervision from the Facilities Services Manager or may receive technical and functional supervision from the Facilities Maintenance Tech III or II. Position is subject to emergency on call rotation which may include afterhours work, holidays and/or weekends. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Perform semi-skilled and skilled facilities maintenance work involving carpentry, plumbing, and electrical repairs and maintenance of City buildings and facilities.
- Clean, maintain and repair building fixtures and equipment including locks, windows, doors, carpet, venetian blinds, roof drains, shelving and systems furniture.
- Replace HVAC filters and perform minor maintenance to HVAC units to keep condensate drains unplugged, etc.
- Repair plumbing fixtures, unclog drains and maintain plumbing systems.
- Clean up and sanitation of grounds or workstation.
- Create and execute work orders using Building Maintenance software, prepare reports on work performed.
- Track and report on repair and maintenance activities; complete and maintain a variety of records.
- Assist with the preparation of specifications for contracts, quotes, proposals and publicly bid projects related to the service and repair of City facilities and equipment.
- Participates in budget preparation; prepares cost estimates; submits justifications for building maintenance activities, including capital improvement projects.
- Make field inspections and review work-in-progress; identify and resolve issues with outside contractors, referring to manager as needed.
- Work collaboratively with outside vendors and contractors in identifying unusual problems and/or maintaining and repairing City facilities and buildings.
- Report potential safety problems related to City facilities, clean up spills and unsafe conditions as identified; lock and unlock doors of City facilities.
- Coordinate with City and contract personnel to identify maintenance needs; obtain information needed to define project scope and estimate time, labor, equipment and material needs.
- Make minor repairs to roofs, brick, asphalt, plaster and concrete.
- Paint walls and/or equipment and make minor painting repairs; operate automotive equipment and hauling material; receive and store supplies.

- Make simple furniture, cabinet, asphalt tile and linoleum repairs.
- Replace light bulbs and tubes and repair/replace ballasts.
- Promptly utilize the facilities maintenance help desk system and respond to, follow-up on, and complete requests.
- Use tact and diplomacy in all interactions with customers.
- Coordinate with departments and outside agencies; and act as liaison to departments.
- May oversee staff or contractors in the repair and maintenance of City facilities and infrastructure.
- Promote a positive City image by maintaining excellent internal and external customer relations.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General methods and practices used in a variety of building trades, such as carpentry, general construction, electric, plumbing, painting, and heating/air conditioning systems.
- Tools and equipment used in a variety of building construction and maintenance trades; use and purpose of general construction tools and equipment.
- Basic computer skills related to data entry/retrieval.
- Basic principles and practices of record keeping.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of a variety of software applications.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.

Ability to:

- Learn to perform semi-skilled and skilled work in the maintenance and repair of City facilities, equipment, and related facilities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Operate a variety of motorized vehicles and equipment in a safe and effective manner.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Maintain records related to work activities and work orders.
- Operate a computer and standard business software.
- Read and interpret blueprints, plans, specifications and manuals; work from rough sketches; prepare rough sketches.
- Provide high quality, economical services to the Rancho Cordova community, placing emphasis on responsive customer service.
- Maintain integrity of work by taking responsibility and accountability for completion of work and customer interactions.
- Maintain punctuality and attendance at work.
- Effectively contribute collaboratively to a team effort.
- Establish and maintain effective working relationships with staff, contractors, the general public and those encountered in the course of the work.

- Communicate clearly and concisely, both orally and in writing.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS/WORKING CONDITIONS:

Ability to communicate effectively using verbal, written and visual communication. Ability to physically demanding work, typically involving a combination of reaching, bending, stooping, kneeling, or crouching, and that may involve lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials up to 50 pounds. Driving and the operation of large trucks and construction equipment is a requirement. Normally scheduled work hours are Monday through Friday 7:00 a.m. to 4:30 p.m. but are subject to change based on projects or services. Overtime may be required.

EDUCATION, TRAINING AND EXPERIENCE:

- Education: Graduation from high school or possession of an acceptable equivalency diploma. At least 1 (1) year of experience in general building maintenance or in the maintenance and minor repair of machinery, appliances and electric motors. Vocational or technical school courses related to construction, building systems maintenance, or equipment repair are preferred.
- Licenses/Certifications: Possession of a current valid Florida Class E driver's license and a satisfactory driving record as determined by the City is required at the time of appointment.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE