



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PROPERTY MAINTENANCE TECHNICIAN II

Group-Section: Integrated Operations, Planning & Support Services/Facility & Fleet Management	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 41 Job: TA23
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JOB SUMMARY

The Property Maintenance Technician II is the journey level position responsible for preventive and corrective maintenance of Metropolitan owned residential facilities and buildings. Responsibilities include responding to service requests and required troubleshooting and maintenance to resolve issues and ensure the property is optimally functional; and performing general upkeep of the interior/exterior of residential facilities and buildings.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Responds to service requests and performs general residential and building troubleshooting, preventive and corrective maintenance, and repair including carpentry, electrical, mechanical, plumbing, HVAC, and locksmithing.
2. Performs work related for the preparation of vacant residential facilities including but not limited to painting, sanding, and varnishing, tile repair and/or replacement, flooring repair and/or replacement, dry wall repair, fixture repair and/or replacement, window repair and/or replacement, and similar work on the exterior to prepare the residential facility for occupancy. Completes repairs to ensure the property is optimally functional, presentable, and safe. These activities require lead, asbestos, and other chemical-specialized training, if working conditions are present.

3. Performs minor residential and building equipment, furniture, and/or appliance assembly and installations.
4. Performs required building and residential safety and regulatory inspections.
5. Serves as liaison with residents and/or building occupants, and District and non-District maintenance personnel regarding maintenance, installation, repair, and authorizations.
6. Prepares appropriate forms such as requisitions for purchases of equipment, parts, and tools, and/or services from District and non-district maintenance personnel.
7. Initiates and tracks repair and maintenance orders.
8. Fabricates and installs seismic bracing for appliances and other miscellaneous materials as needed.
9. Inspects and verifies emergency supplies and first aid equipment.
10. Transports supplies, parts, and equipment.
11. Performs other related Property Maintenance job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or certificate of high school equivalency and four years of relevant experience; or a high school diploma or certificate of high school equivalency, two years of relevant experience, and the successful completion of a recognized HVAC trade program; or a high school diploma or certificate of high school equivalency, two years of relevant experience, and the successful completion of a recognized electrical trade program.

Required Knowledge of: Troubleshooting, maintenance and repair, related to carpentry, electrical and mechanical systems, HVAC, plumbing, and locksmithing; building and residential safety codes and regulations; and current office technology and equipment.

Required Skills and Abilities to: Use power equipment and hand tools; apply general rules related to building and residential repair and maintenance; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position are required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Forklift Certification
- Aerial Lift Certification
- Respirator Certification
- Lead Worker Certification

Job Title: Property Maintenance Technician II

Job Code: TA23

Effective: 06/25/2023

Adopted: 06/12/2018

Revised: 05/17/2024

Supersedes: 06/12/2018

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Expectations of Hours of Service, Emergency and Stand-by Service:

Employees in this position may be required to work off-shift hours and/or rotating stand-by service to address operational needs and emergencies as required. May be required to work extended periods away from the normal reporting location. Requires participation in system shutdowns and special projects.

Physical Demands: Heavy tasks may require lifting and carrying items weighing up to 50 pounds, with intermittent need to lift and carry materials and/or equipment weighing up to 100 pounds with assistance. Frequently requires pushing, pulling, turning and positioning parts, assemblies, equipment and tools weighing as much as 100 pounds with assistance. May be required to lift and move heavy items with the assistance of others and with lifting devices such as jacks, hoists and cranes of varied types and capacities. Physical effort includes frequent walking, stooping, bending, reaching, standing, crawling, climbing, kneeling and sitting for long periods of time. At times may be required to use Self Contained Breathing Apparatus (SCBA) or other respiratory filtration and personal protection devices.

Work Environment: Work is performed indoors and outdoors in vehicular high traffic areas and at large pumping, treatment, hydroelectric or control facilities or other assets under all types of conditions, including extreme temperatures, open and confined spaces ranging from crawl spaces to sub-structures as well as varied types of terrains. Job tasks may require working from heights and functioning from lifts, hoists, buckets, scaffolds, and overhead and truck mounted cranes over surfaces ranging from earthen materials to concrete, steel and water. Work activity may be frequently conducted in close proximity to electrically energized equipment including high voltage systems. The work environment frequently involves exposure to equipment and tools producing high levels of noise, as well as potentially dangerous materials and chemicals that require careful adherence to extensive safety precautions, rules and regulations.

Vision Requirements: Color vision (ability to identify and distinguish colors).