



• Job Description: [OBJ] Facilities Technician

- FLSA STATUS: [OBJ] Non-Exempt
- REPORTS TO: [OBJ] Facilities Manager
- WAGE CLASSIFICATION: [OBJ] \$30.25
- CDL STATUS: CDL B
- TESTING STATUS: [OBJ] Safety sensitive; subject to FTA drug & alcohol test
 - Testing program
- UNION MEMBERSHIP: [OBJ] Represented
- TELECOMMUTE ELIGIBLE: No
- LAST REVISION: 04/07/2025

Summary/Objective

The Facilities Technician will provide regular and preventative maintenance, service, and repair to all agency facilities.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Site Clean-up / Mowing / Pressure Washing

- Perform routine sweeping of all transit properties to maintain a clean and debris-free environment, ensuring safety and accessibility for transit users.
- Conduct mowing, weed trimming, and leaf blowing activities across all transit properties to uphold landscaping standards and preserve a neat and professional appearance.
- Clean and pressure wash transit shelters, including collecting trash and ensuring overall site cleanliness, to create a welcoming and hygienic space for passengers.

Preventive Maintenance and Repair

- Respond to work assignments based on facilities work order requests, prioritizing tasks to ensure issues are resolved promptly and efficiently to minimize disruptions.

- Follow and implement preventative maintenance schedules for buildings and facility-related equipment, as directed by the Facilities Manager and/or Director of Fleet & Facilities, to ensure operational reliability and longevity.
- Inspect and ensure the proper functioning of tools, machines, and equipment, promptly notifying the Facilities Manager of any issues or repairs needed to maintain optimal performance and safety standards.

Support Activities

- Serve as a back-up for the Facilities Manager in managing the key inventory system, ensuring accurate documentation, proper record-keeping, and secure retention of all key-related information.
- Assist as a back-up for the Facilities Manager in maintaining electric vehicle charging stations, including monitoring functionality, addressing issues, and performing routine upkeep as needed.
- Provide event support, including coordinating event logistics, meeting requirements, setting up equipment or furnishings, and dismantling setups after events to ensure smooth operations.
- Ensure adherence to safety standards across the facility, actively communicating any violations to the Safety Chairperson and manager, and participating in safety training sessions for a minimum of two hours per month to maintain compliance and promote a safe working environment.

Required Skills/Abilities

- Excellent organizational skills, time management skills, and attention to detail.
- Ability to perform well in a fast-paced environment.
- Ability to use hand cleaning tools such as mops, brooms, and brushes.
- Ability to mix cleaning solutions according to instructions.
- Ability to use power tools and/or machines.
- Ability to disassemble and reassemble tools, machines, or equipment and perform minor repairs using hand tools.
- Proficient in Microsoft Office Suite, and other agency technologies and software.

Work Environment

Duties are performed in both indoor and outdoor environments. While outdoors and/or in the shop, employees in this position are subject to adverse weather/traffic conditions, exhaust fumes, and equipment noises while investigating accidents and equipment malfunctions. Workdays and hours are subject to need and availability to ensure operational coverage throughout the work week. However, daily demands of the transit system may require occasional early arrivals, late departures as well as weekend or holiday work.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. As necessary, a physical abilities assessment may be conducted to determine the capabilities of the employee.

- The ability to have vision correctable to 20/20.
- Must be able to physically perform repairs. Required to stand; walk; sit; bend; stretch; kneel; squat; use hands and fingers to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk and hear.
- Lift or move supplies or other objects, up to 50 pounds.
- Must be able to work safely in a noisy area with many odors present.
- Must be able to access and navigate transit facilities and buses.
- Hear and speak clearly to receive and provide information over two-way radio and telephone.
- Take a mobility device and rider up or down one (1) step when necessary
- Use legs to apply 15 pounds of pressure for braking of transit vehicles; use arms and hands to apply 20 pounds of pressure to turn steering wheel of transit vehicle and to adjust all vehicle mirrors to gain necessary line of vision to maneuver vehicle safely; bend, stoop, crouch and kneel to inspect vehicle, assist passengers.

Travel Required

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

- High School diploma required.
- 3 years of facilities and maintenance related experience required.

Probationary Period

Probationary period applies until 6 months after hire date.

EEO Statement

Pacific County Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status,

sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

Signatures

This job description has been approved by:

Executive Director _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____