



## City of Sunnyvale Facilities Technician 1/2

<b>SALARY</b>	\$36.33 - \$46.36 Hourly	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-00041
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Facility Maintenance
<b>OPENING DATE</b>	04/14/2025	<b>CLOSING DATE</b>	5/12/2025 5:00 PM Pacific

### Description

#### **FACILITIES TECHNICIAN 1/2** Regular Full-Time Employment Opportunity

**The position opens Monday, April 14, 2025, and the final filing date is Monday, May 12, 2025, at 5:00 pm or after receiving 100 qualified and completed applications, whichever is first.**

The City of Sunnyvale offers:

- Generous medical, dental, and vision benefits.
- Contributes 4% of the 7% employee contribution to CalPERS for classic members.
- Provides retiree medical benefits.
- Employees may be eligible for uniform and shoe allowances, bilingual pay, and tuition reimbursement.

Under supervision of the Facilities Services Superintendent, performs a variety of routine, semi-skilled and skilled tasks in the construction, repair and maintenance of city buildings, components and equipment; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Facilities Technician I/II classification performs a variety of building repair and maintenance duties.

**Facilities Technician I** is the entry-level for this job series. Initially, incumbents perform assigned duties under immediate supervision, while learning related policies and procedures. The Facilities Technician I is distinguished from the Facilities Technician II by the performance of less than the full range of duties assigned to the Facilities Technician II level. As experience is gained, there is a greater independence of action within established guidelines. This classification is alternately staffed with Facilities Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level classification. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

**Facilities Technician II** This is the experienced journey-level classification in the Facilities Technician series in which incumbents work under general supervision, performing a full range of assigned duties, including the operation and

maintenance of a wide variety of commonly used equipment and tools necessary for building related repairs and maintenance. Facilities Technicians II is distinguished from the higher-level Facilities Technician III in that the Facilities Technician III performs the more complex and skilled facilities maintenance and repair duties. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of work, and meets performance expectations. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

## Essential Job Functions

*(May include, but are not limited to, the following):*

- Performs a variety of unskilled to skilled duties, depending on level, to include manual labor such as sweeping, digging and shoveling as well as plumbing, carpentry, electrical, concrete, and locksmith work.
- Performs custodial duties such as sweeping, mopping, buffing, and waxing; performs inspections and maintenance to heating, ventilation, air conditioning, and city buildings, furnishings and building components.
- Safely operates various equipment involved in the maintenance and repair of city buildings.
- Performs rough and limited finished maintenance carpentry and minor structural repair on public buildings including the repair and patching of walls and minor roofing repairs.
- Repairs and replaces doors, windows, building hardware, fencing and gates.
- Performs primer, enamel and lacquer painting and wallpapering work, using brush, roller and spray equipment on a variety of surfaces and materials including metal surfaces.
- Repairs pumps and related plumbing equipment, plumbing fixtures and related apparatus.
- Repairs electrical equipment and related apparatus.
- Designs, fabricates, assembles, transports, installs and/or repairs facility key systems.
- Issues key cards and mechanical keys and receives and processes returned keys; sets and adjusts access level.
- Installs locks, rekeys doors and creates and maintains master key system.
- Repairs doors and gates and associated hardware.
- Researches and recommends technology related to the security of facilities.
- Maintains a variety of records related to the repair and maintenance of facilities.
- Performs general maintenance and repair work on glazing materials, floor coverings and ceramic tiles.

## WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and certain tools. The position also requires near and far vision when performing tasks such as inspections and repair work, in reading written work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push equipment, tools and supplies up to 50 pounds is also required. Additionally, the incumbent may be exposed to mechanical and electrical hazards, loud noise, and inclement weather conditions, such as wet, heat and cold. The nature of the work also requires the incumbent to climb ladders. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The base salary for this classification includes pay for potentially hazardous duties as listed in the essential job functions.

## Minimum Qualifications

### Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

### **Facilities Technician I**

Graduation from high school or tested equivalent; AND

One year of general building repair experience.

### **Facilities Technician II**

Graduation from high school or tested equivalent; AND

Two years of experience similar to a Facilities Technician I with the City of Sunnyvale.

#### **Knowledge of:**

- Common construction and maintenance hand tools, equipment and materials.
- Safe work practices.
- Principles of customer service.

#### **Ability to:**

- Learn to perform a variety of semi-skilled duties related to the repair and maintenance of facilities.
- Learn machines and tools, including their operations, use, repair and maintenance.
- Learn to maintain a variety of records related to maintenance and repairs of facilities.
- Understand and follow written and oral instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Learn the operation, policy and procedures of the Facilities Services Division.
- Observe safety principles and work in a safe manner.
- Learn to operate a computer.

#### **Knowledge of:**

### **Facilities Technician II**

#### **The above, plus:**

- Methods and practices used in semi-skilled carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing or general building maintenance work.
- Record keeping practices.
- Operating methods for a variety of hand tools.
- Pertinent local and State codes.

#### **Ability to:**

- Read and understand technical manuals, schematic drawings, blueprints and equipment specifications.
- Understand electrical, plumbing and mechanical systems commonly found in commercial buildings.
- Troubleshoot and diagnose mechanical, plumbing and electrical malfunctions.
- Perform duties independently.

#### **Willingness to:**

- Pass a background security check by the Public Safety Department.
- Wear a uniform.
- Work irregular hours, shifts and weekends.

#### **Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

### **DESIRABLE QUALIFICATIONS**

Completion of vocational training or apprenticeship in carpentry, mechanical maintenance, plumbing, or electrical maintenance.

## Application and Selection Process

### APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **Monday, May 12, 2025, at 5:00 pm or after receiving 100 qualified and completed applications, whichever is first.**

**Candidates are asked to fully describe any training, education, experience, or skills relevant to this position; resumes are not accepted in lieu of an application.** Electronic applications may be submitted online through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on JOBS. Late or incomplete applications will not be accepted.

### EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the **oral examination process scheduled for Wednesday, May 28, 2025.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

### SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of June 2, 2025.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts). A candidate with education obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense to determine its equivalency in the United States. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

### ADDITIONAL INFORMATION

Positions in this job classification are represented by the [Sunnyvale Employees Association \(SEA\)](#).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

<b>Employer</b>	<b>Address</b>
City of Sunnyvale	456 W. Olive Avenue
	Sunnyvale, California, 94086
<b>Phone</b>	<b>Website</b>
408-730-7490	<a href="https://sunnyvale.ca.gov">https://sunnyvale.ca.gov</a>

Facilities Technician 1/2 Supplemental Questionnaire

\*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below. If a question does not pertain to your experience, please enter or select N/A (Not Applicable).

*Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.*

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

**Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.**

☐ Yes

☐ No

#### **\*QUESTION 2**

**Based on your qualifications, which Facilities Technician position are you applying for:**

☐ Facilities Technician 1

☐ Facilities Technician 2

☐ Both, Facilities Technician 1 and 2

#### **\*QUESTION 3**

**Do you have a high school diploma or an equivalent (GED)?**

☐ Yes

☐ No

#### **\*QUESTION 4**

**If you're applying for Facilities Technician 1, do you have one year of general building repair experience, such as furniture set up and tear down, carpentry, plumbing, electrical, locksmithing, HVAC, etc.?**

☐ Yes

☐ No

☐ Not Applicable

#### **\*QUESTION 5**

**If you're applying for Facilities Technician 2, do you have at least two years of experience performing duties similar to those of a Facilities Technician 1, based on the City of Sunnyvale's job description?**

☐ Yes

☐ No

☐ Not Applicable

#### **\*QUESTION 6**

**Based on your answers to the above questions, please describe your experience below including the employer you worked for, the number of years you worked for that employer, and describe your specific job duties performing the core**

functions of building maintenance and repair, such as furniture set up and tear down, carpentry, plumbing, electrical, locksmithing, HVAC, etc.

**\*QUESTION 7**

Incumbents in this position work under general supervision and perform a full range of assigned duties. Briefly describe how you organize your workday and plan your daily schedule.

**\*QUESTION 8**

Describe your responsibilities and experience working with building systems. Please highlight one example that best describes your capabilities with this system.

**\*QUESTION 9**

Describe your experience working with electrical systems in commercial buildings. List the voltage you worked with and describe your direct responsibilities working on these electrical systems.

**\*QUESTION 10**

This position may be required to work irregular hours, evenings, weekends, and City holidays due to operational needs. Are you willing and able to work irregular hours, evenings, weekends, and City holidays as needed?

- ☐ Yes
- ☐ No

**\*QUESTION 11**

This position will require rotational standby shifts which may include working on City holidays. Are you willing and able to work rotational standby shifts?

- ☐ Yes
- ☐ No

**\*QUESTION 12**

Are you willing to go through a background security check by the Public Safety Department?

- ☐ Yes
- ☐ No

**\*QUESTION 13**

A valid California Class C driver's license is required for this position at time of appointment. Do you possess a valid California Class C driver's license with a safe driving record?

- ☐ Yes
- ☐ No

\* Required Question