



City of Sunnyvale Facilities Technician 3

SALARY	\$39.41 - \$50.30 Hourly	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	25-00028
DEPARTMENT	Public Works	DIVISION	Facility Maintenance
OPENING DATE	04/14/2025	CLOSING DATE	5/12/2025 5:00 PM Pacific

Description

FACILITIES TECHNICIAN 3 Regular Full-Time Employment Opportunities

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 is looking for a Facilities Technician 3 who will lead and assist the Facilities Technicians 1 and 2. This position is the advanced journey level in the Facilities Technician series and performs the most difficult and responsible types of duties assigned within this series, including providing technical and functional supervision over assigned personnel. A valid California Class C driver's license is required for this position at the time of appointment.

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.

For a complete job description, please click here: [Facilities Technician 3 Class Specification](#)

Under direction of the Senior Building Services Leader, organizes, assigns and reviews the work of personnel engaged in 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 III is distinguished from the Facilities Technician II being the advanced journey level with the higher level skills for performing the most complex repairs. The Facilities Technician III may be focused on an area of specialty. The Facilities Technician II is the experienced journey level with significant experience, but not the complex, focused skills of the Facilities Technician III. This classification is also distinguished from the Senior Building Services Leader classification as the latter has a primary responsibility of supervision.

Essential Job Functions

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

- Plans, prioritizes and reviews the work of staff assigned to 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.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participates in evaluating the activities of staff, recommending improvements and modifications.
- Provides and coordinates staff training; works with employees to correct deficiencies.
- 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.
- Services, 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:

Graduation from high school or tested equivalent; AND

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

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Common construction and maintenance hand tools, equipment and materials.
- 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.
- Safe work practices.
- Principles of customer service.
- The proper use and maintenance of tools, including power tools, used in carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing and building maintenance.
- The uniform codes for building, plumbing, electrical and mechanical.
- Generally accepted construction and repair procedure and practices.
- Mathematics and algebra to perform computations such as addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and percentages.
- Function and technology of building and facility systems and locations of typical system failures.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- 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.
- Identify problems and use sound judgment to generate and evaluate alternatives, and to make recommendations.
- Identify safety hazards and correct them.
- Safely operate a forklift, power tools, air and electrically operated lifts.

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
- EPA certification.

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 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 Thursday, May 29, 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.

Phone

408-730-7490

Sunnyvale, California, 94086

Website<https://sunnyvale.ca.gov>**Facilities Technician 3 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**

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

☐ Yes

☐ No

***QUESTION 3**

Do you have at least two years of experience in a skilled trade or trades which may include one or more of the following: HVAC, Electrical, Plumbing or Mechanical?

☐ Yes

☐ No

***QUESTION 4**

If you answered "yes" to the question above, please describe your related experience and which specific trade(s) you have experience in below. Please include the employer you worked for, how long you were at the employer, and the specific duties you were responsible for.

***QUESTION 5**

Please list the types of software you have used in your professional work experience and indicate how many years of experience you have with each. (Building Management system software, Work order system software, Office computer software, etc. are some examples.)

***QUESTION 6**

Please describe your professional experience leading or supervising others.

***QUESTION 7**

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 8**

Please select which schedule(s) you are willing and able to work:

☐ Regular Day Shift Schedule: Mondays-Fridays 7:30 AM-4:00 PM

☐ Special Shift Schedule: Mondays-Thursdays 3:30 PM-12:00 AM and Fridays 11:00 AM-7:30 PM

***QUESTION 9**

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 10**

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

☐ Yes

☐ No

***QUESTION 11**

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**