

Essential Skills Summary – FACILITY TECHNICIAN

The most important Essential Skills for Facility Technicians are:
Reading Text, Thinking Skills, Computer Use

Facility Technicians are responsible for the service and general maintenance of the Casino buildings and utilities.

Typical Level & Most Complex	How Facility Technicians use Essential Skills
A. READING TEXT	
1-4	Facility Technicians read manuals for Air Handling Units and computerized tracking systems, Fire system procedures and equipment. They read blueprints and schematics, check the daily log and e-mail to access work orders or routine requests, consult catalogues, read reports from contractors. They may gather information from textbooks, the Internet, and from vendors and contractors.
B. USE OF DOCUMENTS	
1-2 3	Facility Technicians run conformity tests; read blueprints and schematic drawings, instructions, manuals. They check e-mail and logs; record routine maintenance; fill out purchase requisitions, verify invoices; keep an inventory of equipment; monitor outside contractors.
C. WRITING	
1-2	Facility Technicians write incident reports, e-mails and progress reports on projects; complete service logs; respond to requests. They lay out plans for major repairs.
D. NUMERACY	
1-3	Facility Technicians calculate costs, keep track of standing purchase orders; compare prices, keep inventories. They analyze the data produced by computerized tracking systems,, and plot trends. They estimate time and material requirements.
E. ORAL COMMUNICATION	
1-2 3	Facility Technicians consult with supervisors, managers and co-workers about jobs or projects; talk with contractors and internal customers; suggest changes and improvements.
F. THINKING SKILLS	
1-3	Facility Technicians deal with all types of maintenance issues, pin-point problem areas; consider different approaches; make costing decisions; prioritize, plan ahead for night work.
G. WORKING WITH OTHERS	
	Facility Technicians do all routine maintenance tasks but also have their own specialities.
H. COMPUTER USE	
	Facility Technicians use computers daily to communicate; use computerized tracking systems to monitor the rooftop units. They may use some Computer Assisted Drawing programs in the future.
I. CONTINUOUS LEARNING	
	Facility Technicians learn by mentorship and reading. They take organizational training in computerized tracking systems,, First Aid training, Diversity, WHMIS.
J. OTHER INFORMATION	
	Facility Technicians have a physically demanding job. They are strong, flexible and sure-footed. They have good hand/eye co-ordination to handle power tools safely and they work outdoors in all weather. They work independently and trust their own judgement.