



JOB DESCRIPTION
Maintenance Technician I - Facilities

Job Class: 3 **Annual Salary Range:** \$37,610 to \$56,414 **FLSA Status:** Non-Exempt

Date: 9/26/204 **Supervised by:** Parks and Recreation Director **Approved:** _____

Department: Parks, Recreation, and Facilities

JOB DEFINITION

The Maintenance Technician I works under the direct supervision of the Parks and Recreation Director. This entry level, skilled position will be assigned various duties and tasks necessary to perform maintenance, repair and upkeep of city facilities, public grounds and parks. This position will be responsible for performing snow removal activities to include removal and treatment of snow and ice at city-owned facilities, parking lots, and city streets as needed. The Maintenance Technician I also supports the Parks and Recreation Department programs, special events, and other activities of the City, and will be required to work evenings, weekends, and holidays as specified by their supervisor.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Parks and Recreation Director.
- Coordinates work with other City departments as needed.
- Does not exercise supervision over other employees.

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Performs preventative maintenance, inspections, documentation, inventory, purchasing, cleaning, and repairs of buildings and facilities related to building interiors and exteriors. Areas of focus including, but not limited to lighting & ballast replacement, roofing, plumbing, mechanical, electrical, carpentry, fitness equipment upkeep and repair, general maintenance, and snow and ice removal.	50
2	Perform the daily upkeep of city parks, public grounds, and facilities to maintain a high standard of safety and appearance. This includes mowing, trash pickup, miscellaneous repairs, and supply purchasing. Responsible for splashpad maintenance including but not limited to monitoring and logging daily water chemistry testing, site cleaning, system inspections, and general repair.	30
3	Maintain all landscaping features including signs, planting beds, trees, shrubs, grasses, and flowers. Attain appropriate applicator's license to assist in application of chemicals including fertilizers, herbicides, algacides, and pesticides. Maintain chemical records.	10
4	Repairs and maintains all equipment and vehicles including trucks, mowers, tractors, and a variety of manual and power tools.	5

Importance	Tasks	% of Time
5	Prepare parks and facilities for all rentals, meetings, and events. Assist with all community events.	5

IMPORTANT JOB FUNCTIONS

- Maintenance, repair, upkeep, and improvement of City buildings, parks, splashpad, and other facilities.
- Landscaping, grounds and other related tasks.
- Construction related tasks.
- Cleaning and general maintenance of City buildings and public grounds.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Variety of vehicles and equipment including trucks, snowplows, hand tools, power tools, etc.
 Landscaping Equipment
 Janitorial and cleaning Equipment
 General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED required. At least three (3) years of similar or related experience in park, buildings & facility maintenance, landscaping, construction, grounds maintenance or similar field. Experience in trades skills such as HVAC, electrical, mechanical, plumbing, and carpentry is required. Experience in landscaping, construction, horticulture, and forestry maintenance is preferred but not required.

Licenses and Certifications:

Valid driver’s license required.
 CDL preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Ability to perform a wide variety of facility maintenance tasks such as electrical, HVAC, plumbing, and mechanical; and ability to acquire the necessary certifications.
- Ability to perform all landscaping, construction, and forestry maintenance tasks.
- Ability to acquire the necessary certifications in forestry, turf management, and pesticide applications.
- Ability to learn all applicable state, federal and local ordinances, laws, rules and regulations.
- Ability to acquire all computer applications and hardware related to performance of the essential functions of the job.
- Ability to follow department organization, standard operating guidelines and policies, rules, and regulations.
- Ability to follow the appropriate City safety procedures for all aspects of the job.

Skill in:

- Trades such as electrical, HVAC, plumbing, and mechanical.
- Understanding practices in facility maintenance management.
- Knowledge in parks maintenance and landscaping related tasks.
- Operating and maintaining all assigned equipment required to perform the essential job functions.
- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

- Ability to work independently and be a self-motivator.
- Communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Document operating records of various tasks and assignments.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered while working.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Maintain effective audio-visual discrimination and perception needed for:
 - making observations
 - communicating with others
 - reading and writing
 - monitoring assigned activities and operations
 - operating assigned equipment.
- Maintain mental capacity which permits:
 - making sound decisions and using good judgment
 - prioritizing work activities
 - demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - sitting, standing, or walking for extended periods of time
 - lifting or carrying light to moderately heavy objects
 - operating assigned equipment.

WORKING CONDITIONS:

Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety. This position will be required to work overtime, evenings, weekends, special events, and some holidays.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____	_____	_____
Employee	Signature	Date

_____	_____	_____
Supervisor	Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.