



**JOB DESCRIPTION**  
**Maintenance Technician I**

**Job Class:** 3      **Annual Salary Range:** \$31,500 to \$47,250      **FLSA Status:** Non-Exempt

**Date:** Dec 2018      **Supervised by:** Public Works Superintendent      **Department:** Parks

**JOB DEFINITION**

The Maintenance Technician I works under the direct supervision of the Public Works Superintendent. This entry level, skilled position will be assigned various basic duties and tasks necessary to perform maintenance, repair and upkeep of city parks, public grounds and public facilities. This position will be responsible for performing snow removal activities. The Maintenance Technician I also supports special events and 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 Public Works Superintendent.
- 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	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, snow plowing, miscellaneous repairs, and supply purchasing.	55
2	Prepare athletic fields, shelters, and facilities for all rentals, meetings, and events. Assist with all community events.	20
3	Maintain all landscaping features including signs, planting beds, trees, shrubs, and flowers. Attain appropriate applicator's license to assist in application of chemicals including fertilizers, herbicides, algacides, and pesticides. Maintain records on all chemicals.	15
4	Assist the Parks and Recreation Coordinator and Maintenance Technician II with performing audits and inspections on all playgrounds and public areas to plan and prioritize projects.	5
5	Repairs and maintains all equipment and vehicles including trucks, mowers, tractors, and a variety of manual and power tools.	5

## **IMPORTANT JOB FUNCTIONS**

- Landscaping of City parks and 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:**

Vehicle

Landscaping Equipment

Construction Equipment

Computer

General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### Education and Experience:

High school diploma or GED required. At least one (1) year of experience in park/athletic field management. Experience in 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 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:

- Understanding practices in athletic field management.
- Knowledge in landscaping and construction related tasks.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- 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 during the course of work.
- 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 may be required to work overtime, evenings, weekends, and some holidays, as required.

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.

