



MAINTENANCE TECHNICIAN I

Summary

Under immediate supervision, assist in the repair and maintenance of all City buildings, equipment and properties. Work is of a repetitive, routine, manual nature. Employee may be used in other divisions as the need arises and as assigned by the Director.

DUTIES AND RESPONSIBILITIES

A. REPAIR (40%)

- Assists in the repair of walls, ceilings, floors, windows, tables, chairs, light fixtures and other furnishings.
- Assists in plumbing, minor electrical/electronic repairs.
- Assists in HVAC repairs, roof repairs and all other general equipment associated with various building owned by the City.
- Assists in the repair of appliances and other specialized equipment associated with the Water Treatment and Wastewater Treatment Plants.

B. MAINTANENCE (40%)

- Assists in painting interiors and exteriors of City owned facilities.
- Change light bulbs as needed at all City buildings.
- Assists in maintaining outside appearance of all City property as needed.

C. GENERAL (10%)

- Performs janitorial work as needed.
- Employee may be used in other divisions as the need arises and as assigned by the Director.

D. OTHER (10%)

- Performs other reasonably related tasks in a safe manner as assigned by immediate or other supervisors as required.

JOB SPECIFICATIONS

Qualifications:

- Must have a high school diploma or general education degree (GED)
- Prefer experience in plumbing, electrical, painting and carpentry.
- Must possess a current driver's license and have a safe driving record.
- Must be able to maintain regular attendance on the job.
- Must be able to work scheduled and unscheduled overtime and be on-call as needed.
- Must be able to read and use a tape measure.
- Must be able to read and understand text materials, equipment manuals, electrical schematics, troubleshooting guides and the ability to discern colors.

Knowledge, Skills and Abilities:

- Basic knowledge of general building maintenance and repair.
- Basic knowledge of HVAC maintenance and repair.
- Basic skill in various types of repair work including plumbing, electrical, painting and carpentry.
- Knowledge of occupational hazards and applicable safety precautions in maintenance and repair operations.
- Mechanical abilities to meet the requirements of the job.
- Knowledge of the traffic laws, ordinances and rules involved in the operation of motor vehicles.
- Basic skill in the operation of various types of light equipment normally used in maintenance and repair operations.
- Physical condition to perform heavy manual labor for extended periods of time in all types of weather.
- Ability to comprehend and follow specific oral instructions.
- Ability to maintain effective working relationships with other employees.
- Ability to work overtime and call outs as needed.

Physical Characteristics:

- Hear well enough to detect warning horns and signals.
- Ability to climb ladders.
- Ability to move freely in, out and around confined spaces.
- Ability of perform work related task above ground level and on top of City buildings.
- Have the strength to move containers, materials and equipment weighing at least 100 pounds.
- See well enough to read text materials, equipment manuals, electrical schematics, troubleshooting guides and the ability to discern colors.

The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.