

POSITION DESCRIPTION

Class Title: Maintenance Technician

Department: Lakes

Date: 11/18/15

Grade Number: 54 step 2

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of all Lake property.

SUPERVISION RECEIVED

Works under the general supervision of the Asst. Lakes Superintendent.

SUPERVISION EXERCISED

None generally. May supervise community service workers or temporary employees as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the training and/or supervision of temporary employees or community service workers.

Mows and maintains Lake property.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, electrical and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Operates and maintains mowers, tractors, trucks, backhoe, grader, brush-hog, loader and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; dump garbage; clean and sanitize restrooms and replenish supplies.

Pick up trash on lake property; fight fires when necessary.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduate of high school or GED equivalent, and
- (B) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.

(B) Skill in the operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid Oklahoma State driver's license with a driving record acceptable to the City's insurance carrier.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn equipment including tractors, mowers, chain saw, edgers, weed trimmers, electric mowers, pumps, miscellaneous hand and power tools for carpentry, painting, plumbing and finishing work; janitorial equipment including mops and brooms; backhoe, grader, brushhog, loader.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently 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 the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

The essential functions and/or tools used for this position could possibly be classified as a “safety-sensitive job” under the Unity Bill, which could affect the safety and health of the employee or others.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Personnel