



MAINTENANCE TECHNICIAN I

Department: Public Works

FLSA Status: Non-Exempt

Pay Grade: 2

Reports To: Utilities or Parks & Grounds Superintendent

Revised Date: 09-19-2023

Approved Date: 09-19-2023

GENERAL STATEMENT OF THE POSITION

Performs a variety of maintenance, construction, labor- and trades-based duties in the City's Public works Department. An employee in this class may be assigned to a division within the Public Works Department, including Environmental Services, Maintenance, and/or Water/Wastewater. Work is performed under general supervision. The principal duties of this class require significant outdoor work, which may include frequent exposure to adverse weather conditions. Maintenance Technician I must be able to communicate with employees and public in a courteous and diplomatic manner. The Employee must be able to respond to after-hours call out for emergency situations including stand-by rotation and special events.

SPECIFIC DUTIES AND RESPONSIBILITIES

May be required to perform a variety of work related to construction projects, including drainage, landscaping, tearing out driveways and pouring concrete, creating trails, laying sod, and installing fences.

May be required to perform a variety of work related to environmental services projects, including brush collection, mowing, delivering mulch, keeping trails clean and accessible, removing dead animals, wildlife management, picking up and properly disposing of hazardous materials, assisting with Community Garden maintenance, installing irrigation systems, and laying and maintaining sod.

May be required to perform a variety of work related to street maintenance and repair projects, including barricading, and directing traffic, patching holes, cleaning ditches, and mowing.

May be required to perform a variety of work related to water/wastewater projects, including, but not limited to, fixing water leaks; assisting with repair and maintenance of lift stations; installing, repairing, and maintaining sprinkler systems; meter reading; installing meters; cleaning water tanks; flushing hydrants; and assisting with wastewater system maintenance and repairs.

May be required to perform a variety of work related to carpentry projects, including rough and finish woodworking, repairing council tables, shelving, and signage in City Hall.

May be required to perform variety of work related to building maintenance projects, including setting up for meetings at City Hall, installing door hardware, touching up paint, hanging pictures, and repairing basic electrical problems related to lighting, fans, air conditioning, etc.

May be required to perform a variety of work related to vehicle maintenance, including taking vehicles in for scheduled inspections and oil changes; cleaning radiators on tractors; ensuring tires are patched, rotated, and balanced; and ensuring vehicles are washed and vacuumed.

Maintains tools, including sharpening chainsaws, cleaning air filters, cleaning carburetors, changing spark plugs, and keeping gas cans filled.

Operates heavy equipment, including skid loaders and backhoes.

Operates a variety of light and medium equipment including stump grinders, sod cutters, rollers, chainsaws, all-terrain vehicles, and brush chippers.

Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policies and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring.

Responds to after-hours call out for emergency situations including stand-by rotation, water sampling rotation and special events.

MINIMUM EDUCATION AND TRAINING

High school diploma or GED equivalency required.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office 365, contact management systems, internet software, spreadsheet software and word processing software.

Work Environment:

The Employee will work in a variety of environments including outdoors, in trucks and heavy equipment or other modes of transportation or on foot, during extreme weather, hot, cold, or wet. 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 disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites.

Conditions of Employment:

Valid Texas Driver's License and the ability to pass a drug screen and pre-employment criminal background check.

The City of Sunset Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Selection is based on the candidates whose background qualifications, and any preferences requested from the hiring manager, most closely match the requirements for the job.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

Print Employee's Name

Employee's Signature

Date

Supervisor Signature

Date

Print Supervisor Name