

POSITION DESCRIPTION

Class Title: Maintenance Technician
Department: Parks/Cemetery
Date: 2/8/2012

Grade Number: 53 step 2

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks as well as the maintenance and operation of the cemetery grounds.

SUPERVISION RECEIVED:

Works under the close supervision of the Crew Chief and the general supervision of the Parks Superintendent.

SUPERVISION EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds.

Mows and maintains the Cemetery grounds; mows weeds; assists in digging graves, preparation for funerals, setting of stones and the funeral tents.

Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

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

Performs routine maintenance on lawn and power equipment.

Plants, waters and sprays lawns, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces as well as the cemeteries.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Operates and maintains tractors, mowers, welders, trucks, 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 and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, walls, fixtures, light fixtures, etc.; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduate from high school or GED equivalent, and
- (B) Two years related experience; or
- (C) 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 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 or ability to obtain one with a driving record acceptable to the City's insurance carrier.

DESIRED QUALIFICATIONS

(A) Herbicide applicators license or ability to obtain one within twelve months of employment.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including mops and brooms.

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: _____ Approval: _____
Supervisor Personnel Director