

POSITION DESCRIPTION

Class Title: Maintenance Technician (Job Class Code: 3044) **Effective Date:** March 4, 2015
Division: Public Utilities **Pay Grade:** 7
Department: Public Operations **FLSA Status:** NE

GENERAL PURPOSE

Semi-skilled to skilled work in repair and the maintenance of grounds, underground lines, and equipment including: vehicles and equipment; concrete; carpentry work; the wastewater collection system; or the water distribution, production, and treatment system.

SUPERVISION RECEIVED

General Supervision

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Repairs, installs, constructs or removes: sewer, and water lines; , shelves, doors, and windows; or machines of various kinds such as water pumps.
2. Operates and performs minor repairs on trucks, tractors, power mowers, and other equipment.
3. May remove and replace water meters.
4. May repair, and maintain sub-surface drainage systems, culverts, and catch basins.
5. May perform the forming, pouring, finishing, or removing of concrete.
6. May perform scheduled services on equipment.
7. Maintains a clean and safe work environment.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school graduation or GED (General Education Diploma) equivalent; and
2. Valid drivers license.
3. Two (2) years experience in related field and a minimum of six (6) months of experience with the City of Slidell in related field or,
4. Any equivalent combination of education and experience. Full-time related experience may be substituted, year for year, for the required education.

Necessary Knowledge, Skills and Abilities:

1. Ability to operate simple shop equipment and hand tools.
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors, and the public; Ability to perform heavy manual tasks under varying conditions; Ability to work from construction specifications; Ability to perform as a Department of Labor and Industries competent person on excavation sites.
3. Skilled in operation of listed tools and equipment.
4. Ability to record and maintain accurate written daily work reports.

SPECIAL REQUIREMENTS

May be required to obtain a DHH Class IV State Certification within one (1) year of promotion. Must pass a technical skills test for Maintenance Technician. Must pass a reading comprehension test. Must successfully complete a Learning aptitude, Mechanical aptitude and Candidate Profile Summary.0

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including rubber tire backhoe, back-hoe, dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, mini excavator.

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 disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 75 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. The employee will be subject to loud noise levels. The employee will frequently be exposed to fumes and airborne particles. The employee will occasionally deal with toxic and/or caustic chemicals. The employee will deal with electricity and possible exposure to shock.

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 disabilities to perform the essential functions.

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