

# MAINTENANCE TECHNICIAN

**Department:** Maintenance

**Salary Classification:** Hourly

**Supervisor:** Maintenance Director

**FLSA Status:** Non-Exempt

**Revision Date:** 9/23/2020

**NCLM Position Code:** 20240

## **General Statement of Duties:**

This position performs basic, semi-skilled, and some skilled trades work in the maintenance and repair of Town-owned buildings and properties.

## **Distinguishing Features of the Class:**

An employee in this class responds to work orders and performs routine building maintenance and repair of Town-owned buildings and properties. Employee performs a variety of journey level building trades such as carpentry, roofing, painting, basic electrical, and plumbing tasks at the semi-skilled levels. Work involves use of hand tools and light equipment operation. Tact and courtesy are required in work with staff across the various departments. Work requires problem solving, independent judgment, initiative, and priority setting. Employees must be knowledgeable of and ensure work is conducted according to OSHA safety requirements. Employees are subject to hazards in property maintenance work including working in both inside and outside environments, and exposure to various hazards such as noise, moving mechanical parts, chemicals, atmospheric conditions, and oils. Work is performed under the general supervision of the Maintenance Director and is reviewed through discussion, quality of projects completed.

## **Essential Job Functions:**

The following list is representative, but not all-inclusive, of typical duties, tasks, and responsibilities for this position:

1. Responsible for assisting with the construction, maintenance and operations of storm drains, parks, streets, sidewalks, and any other related task.
2. Responsible for the maintenance and operations of department equipment and reporting any needed repairs/maintenance of same to the Maintenance Supervisor.
3. Responsible for following Town/Departmental policies and procedures.
4. Responsible for promptly responding to citizen's inquiries and complaints as they relate to the Maintenance Department.
5. Responsible for assisting with monthly limb pick up and seasonal leaf pick up.
6. Responsible for assisting in the mowing and maintenance of all parks and in assisting in the maintenance of planted shrubbery and weed control.
7. Responsible for assisting with edging, keeping sidewalks clean and safe, and painting cross walks.
8. Responsible for performing various tasks related to street and drainage construction.
9. Responsible for assisting in the running of a backhoe.
10. Responsible for assisting with installation of various signs (traffic, park, etc.), painting cross walks and, assisting in the maintenance of fire hydrants.
11. Responsible for assisting with breaking out sidewalks and driveways; grades and sets forms for sidewalks and driveways.

**Physical Activity Requirements:**

This position involves work requiring the employee to exert 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include kneeling, reaching, standing, walking, use of fingers, talking and hearing. Sufficient visual acuity is required to prepare and analyze data and figures and use measuring devices. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold. This employee is also subject to noise, vibration, work hazards, fumes & odors, smoke, dusts, oils and cutting fluids, working in close quarters or narrow passageways.

**Minimum Qualifications:**

High School Diploma (or equivalent). Must be able to perform various repair and maintenance assignments. Ability to understand and follow oral and written directions and communicate clearly and effectively with co-workers and the public. This position must also possess the ability to operate, maintain and repair all department equipment, exercise good judgment, and be able to work independently. Knowledge of work zone traffic control and pesticide application. A valid NC driver's license is required.

**Preferred Qualifications:**

Basic fire fighter qualifications preferred. 2 years of experience in Maintenance (or related field), certification in work zone traffic control and pesticide application, able to operate a backhoe and above minimum qualifications.

**This position reports to and is subject to the general direction of the Maintenance Director.**