



## **Maintenance Technician**

Public Works - Administration

PW-ADM/6

### **JOB SUMMARY**

This position performs technical duties in the maintenance and repair of city buildings.

### **MAJOR DUTIES**

- Participates in the maintenance and repair of building HVAC systems; replaces filters, cleans coils, and makes adjustments.
- Participates in the maintenance and repair of plumbing systems in city buildings.
- Participates in the maintenance and repair of electrical and lighting systems in city buildings.
- Participates in the maintenance and repair of automatic doors, security systems, and alarms; responds to alarms.
- Purchases parts and supplies from vendors as directed.
- Performs carpentry repairs.
- Performs grounds maintenance as needed.
- Responds to after-hours emergencies or maintenance issues as required.
- Performs duties on a rotating schedule that include the setup, breakdown, and cleaning of City facilities and events, which may involve weekends, holidays, and after-hours work.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of building and grounds maintenance principles.
- Knowledge of plumbing, electrical, and HVAC system maintenance and repair principles.
- Knowledge of carpentry principles.
- Knowledge of department and city policies and procedures.

- Skill in the maintenance and repair of a variety of building systems and components.
- Skill in the use of hand and power tools.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Maintenance Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include building codes, fire codes, electrical codes, plumbing codes, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical maintenance duties. The variety of building systems to be maintained contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance and repair of city buildings. Successful performance results in the provision of well-maintained city buildings to the benefit of employees and the public.

### CONTACTS

- Contacts are co-workers, other city personnel, vendors, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in city buildings and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.