

Job Title: Maintenance Technician
Departments: Parks, Public Works
Supervisors: Parks Director, Public Works Director
Status: Full Time

DESCRIPTION OF WORK

General Statement of Duties: Participates in the maintenance, care and preparation of city parks, trails, roads, cemetery and city facilities. Assures grounds, roads, and facilities are maintained in a safe condition for public use and reflect a well maintained appearance.

Supervision Received: Works under the direction of the Parks Director and Public Works Director.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

- Completes tasks associated with the maintenance and care of city parks, cemetery and building grounds including but not limited to; mowing and edging lawns, trimming trees and shrubs; cleaning, removing trash, controlling weeds, fertilizing lawns and snow removal.
- Maintains city owned properties including but not limited to: Pinewood Cemetery, community center, city hall and fire hall.
- Completes daily work logs, emergency call out forms, commercial vehicle inspection checklists, etc.
- Keeps work areas clean and organized for safe performance of daily work.
- Patching potholes.
- Operates equipment including but not limited to; mower, UTV, street sweeper, and compact tractor.
- Operates road and street equipment in a safe and productive manner.
- Operates a variety of power tools and equipment including but not limited to; blowers, chain saws, weed-whip, and a wide variety of hand tools.
- Performs routine servicing, lubrication, greasing and general equipment maintenance prior to operation.
- Keeps a running inventory of maintenance equipment and supplies.
- Maintains safe working practices.
- Performs such other duties as are consistent with the tasks of the position and may be assigned and/or required to provide timely response to the community.
- Performs general facility construction and repairs including minor building construction, roofing, fencing, masonry, painting and framing.
- Performs other work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable ability to perform heavy manual labor requiring continuous use of large motor skills, standing for long periods, and frequent bending, stooping, twisting, turning, crouching, stretching, climbing ladders and reaching to perform the work.
- Working ability to use sight, smell and hearing to analyze problems and to determine appropriate solutions.
- Working ability to see, hear and manipulate objects requiring fine motor coordination to perform the work.
- Ability to work with exposure to loud noises from operating equipment.
- Ability to regularly lift and carry objects weighing 50-60 pounds and occasionally lift and carry objects weighing 80-120 pounds.
- Ability to work in inclement weather conditions, including both extremely cold, warm, rainy, icy and stormy situations.
- Considerable ability to work and communicate effectively with the general public, salesman and city staff in a professional and polite manner.
- Working ability to practice teamwork and to add value to city operations consistent with department goals.
- Ability to work independently across all phases of the job.
- Ability to operate various office equipment, including but not limited to computer, computer software, and copier.
- Ability to make decisions in accordance with established practices and procedures.
- Ability to maintain maintenance records.
- Working knowledge of grounds maintenance.
- Ability to operate various lawn mowing equipment and various hand tools.
- Ability to operate a two-way radio and other department equipment.
- Considerable skill to expertly drive a motor vehicle with trailer.

QUALIFICATIONS

Minimum qualifications:

- High School Diploma or GED Equivalent.
- One year of experience in building maintenance and/or grounds keeping.
- Possess and maintain a Minnesota Class D driver's license.