

POSITION DESCRIPTION

POSITION:	FACILITIES MAINTENANCE TECHNICIAN	CIVIL SERVICE:	YES
DEPARTMENT:	PARKS AND RECREATION	FLSA EXEMPT:	NO
DIVISION:	PARKS	UNION:	AFSCME
REPORTS TO:	PARKS & FACILITIES ADMINISTRATOR	PAY GRADE:	A 9

FUNCTION:

Under the general supervision of the Parks & Facilities Administrator with oversight from the Parks & Recreation Director. Position is responsible for performing routine building maintenance tasks and repairs on city facilities. Also includes managing maintenance contracts and coordinating contractors and vendors for maintenance, repair and upkeep on city buildings. Additionally, the Facilities Maintenance Technician performs manual labor and skilled work involving the operation of light, medium, and heavy construction equipment; and performs related duties as required for park maintenance.

SUPERVISES: N/A

EQUIPMENT USED:

A variety of equipment including trucks, tractors, graders, landscape equipment, end loaders, tree spades, compressors, jack hammers, post hole diggers, saws, sprayers, power and hand tools, and various electrical and plumbing test equipment. Computer and office equipment. See division inventory list for detail.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repairs.
- Develops and implements a facility management program including preventative maintenance and life-cycle requirements.
- Performs minor electrical maintenance to include but not limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, minor trenching and laying new lines).
- Monitors contractor performance and works closely with outside vendors and contractors to ensure work is completed according to specifications.
- Solicits bids and quotes from contractors retained to complete higher-level building repairs and maintenance work.
- Manages and reviews service contracts to ensure facility management needs are being met.
- Assists with the maintenance of parks, aquatic centers, green spaces, public bodies of water, city office facilities, playfields, community centers and parking areas including debris removal.
- Participates in maintenance work such as pruning trees and brush, prescribed burns, mowing, snow plowing, ice control, and chemical applications.

- Performs manual labor as required including digging, painting, picking up litter, carpentry, facility cleaning and repair.
 - Maintains, fabricates, repairs, and replaces park and facility amenities.
 - Loads and unloads heavy objects and materials used in division activities.
 - Provides human resources and support in city emergencies.
 - Occasionally attends approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques. Attends safety-training seminars.
 - Must maintain required certifications.
 - Assists the Parks & Facilities Administrator in preparing the annual maintenance budget.
 - Performs other maintenance duties as assigned by the Parks & Facilities Administrator.
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REQUIREMENTS AND SKILLS:

- High School Diploma/GED
 - Minimum 5 years' experience in construction, building maintenance, and outdoor facility maintenance.
 - EPA and HVAC certifications preferred.
 - Basic understanding of electrical, plumbing and carpentry.
 - Ability to obtain a Commercial Driver's License (CDL) issued by the State of Iowa.
 - Ability to obtain an Iowa pesticide applicator certification.
 - Ability to understand and follow written and oral instructions, ability to establish and maintain effective working relationships with co-workers, and ability to perform manual labor for extended periods under adverse weather conditions.
 - Use of miscellaneous office equipment (e.g. computers, copiers, calculators, etc.).
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WORKING CONDITIONS:

- Frequently required to perform duties during off-hour emergencies and weekends.
 - Required to work in field environment, within buildings in a manual labor capacity and within an office environment in a limited capacity.
 - May be required to stoop, walk and lift 75 pounds.
 - Climbs and walks over uneven terrain.
 - Performs outside work in all kinds of weather conditions.
 - Operates equipment having varying degrees of noise and vibration.
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PHYSICAL REQUIREMENTS:

- Color vision.
- Must be able to hear normal conversation.
- Must be able to turn both hands, and wrists above the head.
- Must be able to kneel, squat, climb, and walk, lie on a creeper and work overhead.
- Must be able to step up 12 to 18 inches into employer's equipment.
- Must be able to move up and down ladders and stairs.
- Must be able to remove and replace manhole covers with the aid of a lever.
- Must be able to climb into and out of a 24-inch diameter manhole.
- Must be able to lift, move and use a jackhammer.
- Must be insurable.

- Must keep regular and reliable attendance at work.