



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	MAINTENANCE TECHNICIAN		
Department:	Public Works - Street		
Supervisor:	Public Works Supervision Structure		
Date:	August 2012	Position No.	PW/17
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for performing a variety of tasks related to the maintenance of street department and other facilities.

Job Scope:

The purpose of this position is to maintain public work facilities. Successful performance will help to ensure the maintenance of public work facilities that affects the City's workforce and assists in the City's public image.

Essential Duties and Responsibilities:

1. Inspects and maintains city grounds, and facilities; may be required to open and close buildings, and hang and remove flag each day and prepare for proper storage.
2. Services department equipment and tools; checks fluids; changes oil and filters; maintains service logs for equipment such as generators, fire extinguishers, etc.
3. Conducts MS4 building inspections, maintains compliance documents and conducts employee training.
4. Cleans restrooms, parking lots, and empties trash.
5. Sweeps and mops floors; vacuums carpets; strips, waxes and buffs floors.
6. Dusts furniture, shelves and woodwork, cleans glass, and changes light bulbs.
7. Stocks hand towels and toilet paper in restrooms; replaces deodorizer; refills supply closets; picks up supplies.
8. Sets up facilities for special events.
9. Performs minor building repairs, including painting and ceiling tile replacement, plumbing and electrical, and other tasks commonly associated with light building maintenance.
10. Removes snow and ice from sidewalks and building entrances; salts sidewalks.

11. Mows and trims grass.
12. Replaces furnace and air conditioning filters; routinely inspects and tests smoke alarms.
13. May be required to operate light and heavy equipment, including a mower, bobcat, backhoe, and dump truck.
14. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years of experience in using hand tools and maintaining public buildings
3. 1 year of experience in routine building custodial work preferred.
4. Must obtain a Missouri Class B license with air brake endorsement within 6 months of employment.
5. Valid Missouri drivers license
6. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of building care and maintenance.
2. Knowledge of chemical applications.
3. Knowledge of general electrical, plumbing, carpentry, and painting principles.
4. Knowledge of public facility safety regulations.
5. Knowledge of building and equipment maintenance.
6. Knowledge of custodial procedures.
7. Knowledge of the proper set up of safety fencing, barricades, signs, and banners.
8. Skill in operating light and heavy equipment
9. Skill in operating equipment and machines used in building maintenance
10. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures.
2. Supervisory instructions, safety manual, and other compliance guidelines.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related maintenance and repair duties. Inclement weather contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee may lift light and heavy objects, climb in and out of equipment and uses tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

Work Environment:

The work may be performed both indoors and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, exposed to sun and heat for extended periods and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.