



POSITION: *Maintenance Technician*

DEPARTMENT: *Parks & Cemeteries*

REPORTS TO: *Facilities Maintenance Manager*

Date Reviewed: 07/14/2021

Pay Grade: GPS 7

Drug/Alcohol Test: Random P.S.

FLSA: Non-Exempt

GENERAL PURPOSE

Responsible for a variety of manual duties related to park maintenance, including painting, cleaning, driving equipment and vehicles and other duties as assigned. Uses a variety of tools and equipment depending on the specific assignment.

SUPERVISION RECEIVED

Works under the supervision of the facilities maintenance manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains a variety of records relating to inspections, maintenance activity, repairs, etc.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment
- Performs all duties in conformance to appropriate safety and security standards
- Operates zero turn mowers, string trimmers, hedge trimmers, edger and chainsaw
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or repairs needed to supervisor
- Performs skilled and semi-skilled grounds maintenance and repairs such as needed for cemeteries, grave markers, plants, pruning of trees and other growth on City property
- Empties and cleans all City park trash cans and surrounding areas

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Experience relating to maintenance, or repair; or
- (C) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in park and grounds maintenance; Working knowledge of equipment and supplies used to do major repairs; Some knowledge of first aid and applicable safety precautions;
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

Maintenance Technician

SPECIAL REQUIREMENTS

Valid Georgia Driver's License.

TOOLS AND EQUIPMENT USED

Lawn mowers, weed trimmers, edger, chain saws, blowers and various hand tools used on grass, trees, and bushes.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet to moderate.

The City of Covington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed by:

HR Director

Date