



JOB DESCRIPTION

JOB TITLE: Maintenance Technician II

JOB CODE: 02710

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Supervisor/Manager

SUMMARY OF JOB PURPOSE

Performs skilled and semi-skilled maintenance, repair, and improvement work in the care and maintenance of Town buildings, parks, streets, solid waste operations, and other related municipal functions.

ESSENTIAL FUNCTIONS

1. Performs general building maintenance, custodial upkeep, and repair to Town buildings including painting, general carpentry, plumbing, electrical repairs, and limited concrete repair and replacement; ensures cleanliness of buildings including restrooms, shops, break rooms, etc.; cleans up spills and unsanitary conditions when they occur and ensures compliance with applicable OSHA regulations; performs maintenance to Town parks, storm drainage systems, streets, curbs, gutters, and sidewalks; provides pest control; picks up and disposes of trash and debris from roadsides, parks, and other assigned areas; replaces or repairs traffic control markings and devices as needed.
2. Performs grounds keeping and maintenance of parks and grounds including mowing, trimming, edging, weed spraying, planting, mulching, irrigation maintenance and repair, aerating, and fertilizing; cultivates planter beds, plants trees and shrubs, and prunes and trims trees and shrubs; checks sprinkler systems for proper functioning, cleans and adjusts heads, digs up and repairs broken lines, and alters automatic controls as needed; performs snow and ice control operations including sanding of streets, snow plowing, clearing of walks and pathways, etc.
3. May supervise a small work team in the performance of assigned duties by prioritizing and assigning tasks and projects; reviews the work of assigned staff to assure work quality and timely accomplishment of assigned duties and responsibilities; maintains an accurate record of time and materials spent on work orders, turns in assigned and completed work orders to supervisor, and correctly fills out appropriate equipment repair orders noting time and materials used on that particular piece of equipment.
4. May be responsible for the operation and maintenance of the Town water system; keeps accurate records, performs maintenance and repairs, and responds to customer complaints; may be scheduled on a seven (7) day block rotation for on-call response to any water system alarms or water leaks.
5. Collects solid waste from commercial and residential routes and transports collected waste to an approved site on a daily basis; ensures accurate records are kept for billing purposes.
6. Assists with special events at Town facilities and routine park reservations; assists with the setup and breakdown of meeting rooms; loads, transports, and unloads furniture, supplies, and other materials as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Assists with the operation, maintenance, and repair of the HVAC/boiler systems including, but not limited to, changing filters and greasing, repairing and/or replacing motors; inspects and changes belts, repairs and replaces fans, and services, adjusts, and repairs dampers.
8. Performs minor automotive repairs such as lube, oil, and tire air checks; performs routine servicing and maintenance of equipment, including mowers and other various gas and diesel powered equipment and power tools.
9. Repairs and replaces equipment and components as necessary; determines type and quantity of supplies/equipment required ensuring it is within department budget constraints; submits completed requisition for authorization and processing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of four (4) years public works, parks, facility maintenance, or other closely related experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of safety and traffic regulations applicable to operation of large trucks, and equipment required to operate a truck and trailer legally in the State of Nevada; record keeping practices; knowledge of grounds keeping and gardening methods, asphalt maintenance tasks, and basic carpentry, painting, welding, masonry, plumbing, and electrical methods, tools, and techniques; knowledge of accepted methods for seeding, propagating, planting, cultivating and trimming plants, flowers, trees, shrubs, and lawns; ability to operate heavy power-driven equipment such as front-end loaders and dump trucks; application of proper safety precautions and procedures for operating power equipment and shop tools; familiar with setting up job sites and performing work tasks that may be located on traveled roads and streets; knowledge of the maintenance and repair of irrigation systems as well as methods and equipment used in weed, pest, and insect control in plants.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nevada "A" or "B" Commercial Driver's License with an airbrake endorsement and an acceptable driving record; Grade I Water Distribution License required for some positions.

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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 20 feet, balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or carry up to 50 pounds. The employee must also be able to operate multi-functional heavy equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high and precarious places, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. May be required to work on holidays and subject to call back in an emergency; may be required to work weekends on occasion. The noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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