

THE CITY OF UMATILLA

JOB TITLE: MAINTENANCE TECH I

CLASSIFICATION: LEVEL 1

DEPARTMENT: PUBLIC WORKS

Pay Grade: \$15.00

Status: Open until filled

JOB CHARACTERISTICS

Performs semi-skilled maintenance and construction tasks requiring advanced laboring knowledge acquired through training or work experience to work in the Roads, Street, Storm Water and Solid Waste Division. This position also involves operating and maintaining the city's parks, grounds and facilities. Operating and maintaining the equipment needed to perform these tasks. This would involve operating and maintaining light and heavy equipment. Routine tasks are performed with considerable independence and more difficult work is performed under direct supervision.

EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT USED

Hand tools such as shovels, rakes, hammers, saws, etc.; power tools such as chain saws, air hammers, circular saws, edger, small equipment such as lawn mowers, sprayers, air compressors, wood chipper, steam cleaners, stump grinders, chippers, may operate and maintain heavy trucks, bucket trucks, tractor mowers, front end loaders, street sweepers, forklifts, etc.

SUPERVISION RECEIVED – Maintenance Supervisor

ESSENTIAL JOB FUNCTIONS

Performs duties of Maintenance Worker I, which may include some or all of the following job functions:

- Mows, trims, weeds, waters and fertilizes city lands;
- Lays sod;
- Remove and trims trees;
- Repairs and maintain right of ways, streets, sidewalks, storm water drains, and road signs, etc.;
- Lays concrete;
- Performs building and facility maintenance and repairs including carpentry, painting, pressure cleaning, etc.;
- Cleans and clears sidewalks;
- Picks up and disposes of trash
- Picks up household and commercial solid waste
- Prepares daily worksheets, etc.; when required
- Performs various duties, as assigned, associated with special events scheduled by the City;
- After training, when directed and under supervision, may perform more complex duties related to operating, maintaining and repairing heavy mechanical equipment;
- Assists in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster;
- Works on-call rotation, works as needed during emergency situations such as hurricanes, severe weather, etc.
- Performs other related duties, as required.

REQUIREMENTS:

Knowledge, Abilities and Skills - Knowledge of the operational characteristics of assigned tools, equipment and materials;
knowledge of safe driving techniques and related occupational hazards.

Ability to carry out assignments with minimum instructions; ability to adhere to prescribed routines and practices; ability to read;
ability to drive and operate assigned equipment; ability to detect improper functioning of mechanical systems and make minor adjustments; ability to work with the public in a tactful and courteous manner; ability to work on-call rotation and if required, nights, weekends and holidays;

Physical Demands - This is heavy physical work most of the working time. Requires frequent walking; frequent standing, climbing, stooping, reaching, bending, lifting 50+ pounds, carrying/pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight; hearing and speech or vocal communication (for safety); working in adverse environmental conditions (heat, cold, rain etc.) for long periods of time; regular driving and operation of assigned equipment.

Minimum Qualifications – At least (1) year experience in laboring or maintenance work, including equipment operation experience. A demonstrated ability to read is a prerequisite for employment in this position. Valid Florida Driver's License required. Special certifications in related field such as Flagger, Forklift, Trench Safety, Heavy Equipment, Herbicide /Pesticide Licenses, etc. desirable.

*Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*