



POSITION DESCRIPTION

**Maintenance Technician**

Pay up to \$48,878 annually

**GENERAL PURPOSE**

As a key member of the Facilities Maintenance team, the Maintenance Technician reports to the Facilities Manager and performs a full range of assigned skilled and technical duties performing maintenance; and requires the ability to perform under assignment of projects with a great amount of time working in the field. The Maintenance team is directly responsible for maintenance of the city facilities, city buildings, city parks, streets, and related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain, install, repair, and replace landscaping and turf in City parks, rights-of-way, roadway medians, and at other municipal facilities.
- Assist with the application of fertilizer, herbicide, and pesticide.
- Operate equipment such as mowers, weed eaters, tractors, backhoes, front-end loaders, and dump trucks in the performance of tasks.
- Maintain athletic fields, mark competition boundaries and lines on sports fields.
- Paint, repair, and maintain park equipment, furniture, facilities, and playground components.
- Performs related work for the maintenance and repair of city streets, right of way, street signs and other assigned structures.
- Install and maintain signs, water lines, sewer lines, plumbing fixtures, irrigation systems, electrical fixtures, lights, plugs, cabling, and other park or municipal infrastructure.
- Clean work sites, restrooms, and other park or public facilities.
- Inspect, clean, and maintain equipment and tools in safe operating condition.
- Ensure the safe operating conditions of the work site, i.e., traffic hazards, equipment operation, required barricades, road, and site areas.
- Perform routine inspections of assigned areas; identify and make necessary repairs and correct hazardous conditions.
- Complete service/work orders and log completed daily maintenance.
- Work on-call as assigned, and aid other City departments as assigned. Serve on call-out crew as needed.
- Assist with setup, teardown, and cleanup for special events and meetings.
- Perform any other related duties as required or assigned.



THE CITY OF

JARRELL

#### REQUIRED MINIMUM QUALIFICATIONS

Minimum of a High School Diploma or GED. Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Must pass criminal history check and possess a valid Texas Driver's License with good driving record. Prefer experience operating lawn equipment and tractor.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Follow department policies and procedures. Must communicate effectively both orally and in writing, possess the ability to handle sensitive situations and handle confidential matters in a responsible manner. Must possess the ability to be punctual and attend work regularly. Must display a helpful attitude and professional demeanor.

#### TOOLS AND EQUIPMENT USED

Mowing equipment, tractor, driving truck and trailer, hand and power tools. Personal computer, including word processing, spreadsheet, presentation and publishing software (Word, Excel, PowerPoint, etc.); and other occupation-related business equipment as needed.

#### WORK ENVIRONMENT

Work is performed in an outdoor environment and may include inclement weather with fluctuating hours and working conditions. Work involves sitting, standing, walking, driving and bending for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office environment and at various inspection sites. May be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.