

City of Valley Grande Maintenance Technician Position Description

Job Title: Maintenance Technician
Department: Maintenance
Division: Full Time
Reports to: Public Safety Director

DESCRIPTION

As a Maintenance Technician, the overall responsibilities would include task related to the upkeep of all City property and the daily schedules to maintain that property. This position will require a planned preventative maintenance schedule and follow up with other City employees to ensure the overall coverage of city properties. Properties of City to include buildings, sewer location, parks, equipment and any other properties owned, leased or rented by the City.

SPECIFIC DUTIES

- Perform landscape and grass cutting functions of all City property as needed or scheduled.
- Schedule and maintain all equipment maintenance to ensure proper function when being used. Equipment to include mowers, tractors, blowers, weed eaters, etc.
- Work on call as required in emergency situations.
- Contact approved vendors/suppliers when necessary when on site work cannot be performed by City staff.
- Work closely with Recreation Coordinator to ensure that maintenance of Park is scheduled and maintained.
- Order parts and supplies as needed.
- Keep the Director of Safety informed as to overall condition of property and coordinate outstanding issues.
- Perform other miscellaneous duties as required or assigned.

EXPERIENCE & REQUIREMENTS

- High School diploma or GED
- Valid driver's license
- General knowledge of minor maintenance to equipment, to include mowers, weed eaters, blowers, tractor, etc.
- Available to be on call for emergencies.
- Ability to function as part of the City staff.
- Ability to work in disagreeable conditions, both outside and inside for extended periods of time.
- Ability to regularly lift a weight of over 50 pounds.

POSITION SUPERVISION & BENEFITS

- Position is directly responsible to Director of Safety.
- Benefits of full-time employee to include Individual Health Insurance, paid holidays, accrued vacation days and other benefits as stated for full-time employment.