

Community Center & Playground District 4 of Ward 1
Job Description

Job Title: Maintenance Technician
Department: CCPD4W1
Salary Level: DOE
Prepared Date: 7/22/24

SUMMARY:

Perform all tasks necessary to maintain buildings and grounds in a clean, functional, and attractive state. Perform a variety of unskilled, semi-skilled, and on rare occasion, skilled tasks of a physically demanding nature to maintaining the parks, grounds, and buildings. This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of the Employer.

EXAMPLES OF DUTIES:

(The duties listed below are intended 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. Other duties may be assigned.)

- Maintains facilities which include making minor repairs, painting assigned areas, and/or performing related duties needed to assist in keeping all facilities in a clean, working environment.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, miles driven, fuel, and oil used, and/or other related information.
- Reports to supervisor what materials and supplies are needed.
- Cleans and sanitizes rest rooms, ensures restrooms are adequately supplied with toilet paper, soap, and towels.
- Collects and disposes of waste, maintains outside sidewalks, and assists in keeping outside premises in orderly condition; including but not limited to pressure-washing and painting.
- Assists in carpentry layout work, digs holes, cut weeds, builds and repairs fences.
- Checks vehicles to insure proper and safe operations; performs routine maintenance and emergency repairs; reports mechanical problems to supervisor.
- Repairs plumbing in restrooms, drinking fountains, and leaky valves.
- Mows, trims, edges, and waters lawns. Cuts and cleans up uncontrolled weeds.

- Installs, maintains, and repairs recreation equipment; prepares reserved areas of park for use; marks athletic fields for use.
- Maintains athletic fields during season.
- Complies with Ward 1 Recreation safety rules and requirements.
- Performs a wide variety of general maintenance and construction work using numerous hand and power tools.
- May train in and operate light equipment.
- Performs related duties as required.
- Report any safety concerns, damage or other problem areas to the appropriate supervisor.

REQUIREMENTS:

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Class D or Class E Louisiana Driver's License.

KNOWLEDGE

- Maintenance and repair procedures and methods related to area of assignment.
- Tools, equipment, and materials relevant to the area of assignment.
- Basic inventory principles
- Recordkeeping principles
- Safe work practices.

SKILLS

- Using applicable tools and equipment related to area of assignment.
- Performing basic trades maintenance activities.
- Prioritizing and assigning work.
- Troubleshooting systems related to area of assignment.
- Preparing and maintaining a variety of maintenance records.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

- 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.
- Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, climb, balance, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock; and vibration. The employee is frequently exposed to wet and/or humid conditions, fumes, or airborne particles, extreme cold, and extreme heat.
- The noise level in the work environment is usually moderate.

NOTE

The above job description is intended to outline the primary areas of responsibility; specific position assignments may vary depending on the operational requirements of the facility.