Town of Tyrone Class Specifications

# Job Title: Maintenance Technician I

**Job Summary:** This position performs general maintenance, upkeep and repair of Town property, including rights-of-way, landscaping, grounds, buildings and other Town property.

**Major Duties:**

- Operates various power tools and equipment for maintenance and repair functions;
- Performs landscaping tasks on Town property, parks, cart paths and rights-of-way;
- Patches pot holes, lays concrete/asphalt patch and performs other minor street/sidewalk maintenance tasks;
- Maintains and repairs Town property, including municipal buildings and recreation facilities;
- Performs trash pickup at public park facilities; remove debris and litter from along town roads and rights of way;
- Removal and disposal of dead animals on Town owned property and rights-of-way.
- Cleans and maintains storm drains, ditches and easements;
- May perform sewer and stormwater utility locates under supervision of Maintenance Technician II or Maintenance Supervisor, as needed;
- Communicates with Town residents to provide information on location of public buildings and Town event information;
- Cleans and maintains tools and equipment;
- Provides manual labor for setup and break-down of Town events; sets up seasonal banners and other decorations in public areas;
- Follows proper operating procedures for all equipment to ensure the safety of all Town employees and the general public;
- Responds to and participates in emergency calls, as assigned;
- Performs other duties as assigned including possible weekend and holiday duty.

**Knowledge Required by the Position:**

- Some knowledge of the operation and maintenance of hand tools and light equipment such as chainsaws, edgers and trimmers;
- Knowledge of Town streets and geography;
- Knowledge of Town ordinances, policies and procedures;
- Skill operating a variety of vehicles;
- Under supervision of Maintenance Technician II or Maintenance Supervisor, ability to operate machinery requiring a high level of dexterity and perform duties in a variety of weather conditions;
- Ability to adhere to safe equipment operating procedures and respond to dangerous situations accordingly;
- Ability to understand and follow simple oral instructions;
- Ability to work well with others;
- Ability to communicate effectively with co-workers and the general public.
- Ability to obtain in 12 months and maintain GDOT flagger certification.

# Job Title: Maintenance Technician I (Continued)

**Supervisory Controls:** The work of this position is performed under the supervision of the Public Works Supervisor.

**Guidelines:** Guidelines include Town and departmental safety manuals, policies and procedures.

**Complexity:** The work consists of manual labor involving the proper use of a variety of equipment.

**Personal Contacts**: Contacts are typically with co-workers and the general public.

**Purpose of Contacts**: Contacts are typically to give and exchange information and provide services.

**Physical Demands**: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light to heavy objects and use equipment requiring a high degree of dexterity.

**Work Environment:** Work is performed in an indoor and outdoor environment where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**
High school diploma or equivalent required; valid State of Georgia driver's license and satisfactory Motor Vehicle Record required; equivalent combination of education and experience.