

MAINTENANCE TECHNICIAN 1

POSITION SUMMARY: This position is responsible for supporting City programs and functions by performing labor intensive work related to maintenance and repair of City infrastructure, facilities, grounds, and equipment within the areas of public services, utility plants, traffic, parks and recreation, facilities, and housing. Employees in this position operate various types of equipment, tools, and vehicles. Many of the duties are routine and repetitive; however, independent judgment may be required to plan, prioritize and organize diversified workload. Advice and leadership are available from supervisor or their designee for complex issues or those requiring authorization. Employees hired after September 1, 2012, within the A-F steps of this classification are required to complete work related to fire and rescue services and shall be certified to perform such work.

SUPERVISION RECEIVED: Work is performed under the direction of the departmental supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform a variety of general maintenance related activities to public infrastructure, utility plants, traffic, parks and recreation, facilities, and housing.
2. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
3. Operate, maintain, and perform minor repair and preventative maintenance on department specific vehicles, equipment, and tools. Clean equipment and follow inspection and preventative maintenance checklists and practices.
4. Prepare and provide information for records and reports including logs, documentation of work activities, and supply inventory within a computerized maintenance management system (CMMS) or other software systems. Use computers, associated databases, and software to research, complete, and document various tasks. This may include GPS or GIS systems.
5. Maintain a clean, safe, and professional work environment.
6. Assist with a variety of projects, public relations activities, and special department or City events.
7. Perform heavy manual labor.
8. Identify, locate, and mark underground utilities.
9. Perform snow removal, salting, and other winter maintenance using specialized winter maintenance equipment. Implement efficient routes and methods to improve performance and reduce costs.

10. Train, mentor, and lead seasonal employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees. May guide and monitor contractors.
11. Maintain inventory and order and purchase supplies and equipment as assigned, according to established procedures and within budgetary guidelines.
12. Perform related work as required; may include assisting employees in a higher classifications in more complex assignments.

If assigned to public services, examples of work may include:

- Semi-skilled work constructing, installing, inspecting, repairing, and maintaining water, storm, and sanitary sewer infrastructure assets such as manholes, catch basins, mains, laterals, services, hydrants, valves, lift stations, irrigation systems, and related underground infrastructure. Investigating and diagnosing water, storm, and sanitary sewer infrastructure problems. Performing excavation, backfilling, and compaction activities.
- Semi-skilled work constructing, installing, inspecting, repairing, and maintaining roads, sidewalks, alleys, curbs, gutters, bridges, detention ponds, and other related above-ground infrastructure. Maintaining asphalt and concrete, trimming trees, removing brush, and performing associated surface restoration activities.
- Operate and perform light maintenance on tools and equipment used in infrastructure maintenance. May operate backhoes, loaders, hydro excavation equipment, dump trucks, generators, valve turners, and other infrastructure maintenance equipment.
- Collect water distribution samples and performing simple water distribution field tests; perform water service shut-offs, turn-ons, and re-reads; installing and repairing water meters and associated water metering infrastructure.
- Safely perform infrastructure maintenance activities, including confined space and construction zone flagging.
- Interact with the public under extreme environments and circumstances including severe weather events or water and sewer-related emergencies. Regularly enter residential, commercial, or industrial buildings to perform infrastructure maintenance.

If assigned to utility plants, examples of work may include:

- Semi-skilled work installing light mechanical, plumbing, and electrical systems such as heating, ventilation, and air conditioning (HVAC); pumps; plumbing systems; and irrigation systems.
- Semi-skilled work maintaining and repairing plant process and transmission infrastructure, including pumps, motors, valves, chemical feed systems, meters, air releases, blow-offs, instrumentation, and related assets.
- Semi-skilled work maintaining and repairing lift stations, collection basins, clarifiers, and wet wells.
- Maintain landscape and building exteriors; inspect assigned work areas regularly to maintain proper standards; mix and apply pesticides, herbicides, and fungicides.

- Perform utility plant maintenance activities, including confined space, lock out/tag out, electrical safety, and process safety management.
- Perform cleaning, minor plumbing, painting, and floor and other building maintenance activities.

If assigned to traffic, examples of work may include:

- Perform various types of traffic counts and related work, including producing records and reports.
- Manufacture, repair, and replace signs; install pavement markings; and place construction work zone signage.
- Operate and perform light maintenance on tools and equipment. This may include striping machines, mobile radar units, computerized sign manufacturing equipment, and other related traffic maintenance equipment.
- Maintain trees and right of ways using a variety of hand and power tools.
- Interact with the public and other departments under extreme environments and circumstances including severe weather events. Perform traffic control and other activity support.

If assigned to parks and recreation and facilities, examples of work may include:

- Semi-skilled work related to facility repair including assisting with facility maintenance in the areas of electrical, plumbing, mechanical, irrigation, furniture, carpet, sign installation, light carpentry, and painting.
- Maintain landscape and building exterior, inspect assigned work areas regularly to maintain proper standards; may assist with mixing and applying pesticides, herbicides, and fungicides.
- Semi-skilled athletic field repair work including layout, painting, and other general athletic field maintenance.
- Perform equipment and appliance maintenance work including cleaning.
- Operate and perform light maintenance on tools and equipment. This may include mowers, bench grinders, Gators, golf carts, tractors, front end loaders, dump trucks, and other related parks and facilities maintenance equipment.
- Assist with ground level tree removal and storm damage cleanup; may operate wood chippers.
- Perform janitorial and custodial maintenance of facilities, grounds, and buildings, including restrooms and trash bins.
- Perform delivery services, traffic control, and other activity support for programs and special events.
- Educate and enforce park, recreation, and facility rules and regulations and applicable ordinances as authorized.

- Prepare information for records and reports including FEMA damage assessment sheets, accident and incident reports, logs, documentation of activities, and supply inventory as necessary using hard copy and computerized systems.

If assigned to housing, examples of work may include:

- Support the Wyoming Housing Commission's goal to provide safe, decent, and affordable housing by maintaining strict confidentiality with private member information.
- Enter residential properties and perform maintenance inspections and preventative, routine, and emergency maintenance work.
- Semi-skilled work in light carpentry, mechanical, plumbing, electrical, plastering, and painting.
- Maintain housing units; responsible for vacant unit turnaround.
- Determine cause of damage, evaluate repairs and maintenance work, and follow up with supervisor to discuss tenant charge, non-routine maintenance, etc.
- Maintain landscape and building exterior, including removing debris and refuse; inspecting assigned work areas regularly to maintain proper standards.
- Respond to emergencies as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. High school diploma or equivalent.
- B. Able to obtain and maintain lift truck, scissor lift, aerial lift, and other licenses and certifications as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Able to operate tools, vehicles, and light and heavy motorized equipment.
- E. Demonstrate a mechanical aptitude, good powers of observation, and the ability to troubleshoot.
- F. Able to work as a team, follow established procedures, and carry out moderately complex instructions with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- G. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies, and the public.
- H. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- I. Able to work within deadlines, under stress, and with changing work priorities.

- J. Able to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- K. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- L. Able to use computers and software programs for work orders, infrastructure locating, and specialized applications. Able to learn additional programs as required.
- M. Able to read and interpret data, blueprints, sketches, diagrams, and manuals.
- N. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.

ADVANCEMENT CRITERIA: *Employees are expected to gain technical knowledge and field expertise and demonstrate an increasing level of proficiency in all aspects of assigned work. They must meet the expectations of the appraisal process and display good attitude and initiative in order to advance within this classification. Before reaching G step of the classification and salary schedule, employees must successfully complete the advancement requirements of G-K. Employees who fail to obtain these requirements will not advance past the F step; additionally, failure to maintain the required licenses and certifications of G-K will result in a salary reduction to F step.*

Public services—A-F classification requirements:

- Obtain and maintain CDL-A with “N” endorsement or CDL-B with air brakes, within one year of hire.
- Obtain and maintain confined space certificate, Powered Industrial Truck (hi-lo) certification, and CPR certification within one year of hire.
- Able to access and work in confined spaces. Able to understand, apply, and follow safe digging practices, and utilize appropriate safety equipment.
- Knowledge of construction and repair practices associated with asphalt, concrete, water, storm and sanitary sewer infrastructure.
- Able to work duty time, provided the employee demonstrates proficiency in public services operation and lives within the established distance limit established by the state and in accordance with the collective bargaining agreement.

Public services—G-K classification requirements:

- Obtain and maintain one of the following, as directed by and based upon the needs of the department:
 - Sacramento State College Operation and Maintenance of Wastewater Collection Systems, Volume I.
 - MDEQ Water Distribution Short Course.
- Obtain and maintain one of the following, as directed by and based upon the needs of the department:
 - State of Michigan S-4 Water Distribution license.
 - Michigan Water Environment Association (MWEA) Collections Grade 1 certificate.

Utility plants—A-F classification requirements:

- Two years responsible work in grounds and facilities maintenance or an equivalent combination of knowledge and experience in plumbing, electrical, HVAC, automotive, mechanical, or related field.

- Obtain and maintain confined space certificate, Powered Industrial Truck (hi-lo) certification, Lockout/Tagout certification, aerial lift training, and CPR certification within one year of hire.
- Able to access and work in confined spaces and able to work from heights. Able to understand, apply, and use appropriate safety equipment.
- Knowledge of chemical or other hazards including safety precautions of plant operation.
- Working knowledge of irrigation systems and their electronic activating devices.
- Knowledge and understanding of tools and equipment used in facility and grounds maintenance including power tools, mowers, and edgers.

Utility plants—G-K classification requirements:

- Obtain and maintain state Pesticide Applicator certification.
- Complete Process Safety Management and Chemical training.
- Complete three Water Resource Recovery Technician (WRRT) courses.

Traffic—A-F classification requirements:

- Obtain and maintain one or both of the following, as directed by and based upon the needs of the department:
 - Michigan Temporary Traffic Control (MTTC) certification or equivalent within one year of hire.
 - International Municipal Signal Association (IMSA) and the MTTC Signs and Pavement Markings Technician Level I certification within one year of hire.
- Obtain and maintain aerial lift training and CPR certification within one year of hire.
- Obtain and maintain training and certification in computerized sign manufacturing equipment.
- Knowledge of proper techniques in pavement marking application, sign installation, sign manufacture, and construction work zone signage.
- Able to work duty time, provided the employee has obtained the MTTC certification and lives within the established distance limits in accordance with State regulations and consistent with the collective bargaining agreement.

Traffic—G-K classification requirements:

- Three years responsible work in traffic maintenance or an equivalent combination of knowledge and experience in construction work zone, sign manufacture, or related field.
- Obtain and maintain IMSA MTTC Signs Level 2 certification or equivalent.
- Obtain and maintain IMSA MTTC Pavement Markings Technician Level 2 certification or equivalent.

Parks and recreation and facilities—A-F classification requirements:

- Obtain and maintain Powered Industrial Truck (hi-lo) certification, Lockout/Tagout certification, and aerial lift training within one year of hire.
- Obtain and maintain a CDL-A, within one year of hire. Able to deliver, assemble, and maintain the portable stage.
- Knowledge of practices, methods, and materials of maintenance and construction work.
- Able to identify and detect public safety hazards in facilities and natural environments. Exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.
- Demonstrate knowledge of park rules and regulations. Possess reasonable knowledge of laws, ordinances, and codes related to building construction, public facility use, and other applicable regulations.

Parks and recreation and facilities—G-K classification requirements:

- Five years responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman's license.
- Obtain and maintain state Pesticide Applicator certification, through the Department of Agriculture, which includes successful completion of Core, 3A, and 6 categories in the certification process and any other license or certification that may be required for the position.
- Able to assist in the construction, maintenance, and repair of playground equipment, athletic fields, and other recreation facilities and equipment.
- Knowledge of turf, trees, and plant species; experience in planting and maintaining, including fertilization and irrigation.
- Able to follow established procedures and carry out instructions with minimal supervisor. Able to diagnose, assess, and troubleshoot problems and take appropriate corrective action.

Housing—A-F classification requirements:

- One year responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman's license.
- Obtain and maintain confined space certificate, and CPR certification within one year of hire.
- Able to access and work in confined spaces. Able to understand, apply, and use appropriate safety equipment.
- Able to work duty time, provided the employee demonstrates proficiency in housing maintenance operations and lives within the established distance limits in accordance with State regulations and consistent with the collective bargaining agreement.
- Knowledge of practices, methods, and materials of maintenance and construction work.

Housing—G-K classification requirements:

- Successfully complete the OSHA 10-Hour Construction training.
- Three years responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in a trade such as carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman's license.
- Obtain and maintain certification in the Uniform Physical Condition Standards (UPCS) Inspection protocol.
- Obtain and maintain certification in the Housing Quality Standards (HQS) Inspection protocol.

DTE REQUIREMENTS: Employees hired after September 1, 2012, within the A-F steps of the maintenance technician 1 classification must be trained and certified at a minimum level of Fire Fighter II with Hazmat operations level. The employee will be required to take a physical examination in accordance with National Fire Protection Association (NFPA) standards and report to the fire chief any physical conditions that may interfere with the performance of his or her duties as a firefighter. Employees are required to complete a physical agility test. Employees will work on fire scenes and be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. Because the maintenance helper position has been closed, this language has been transferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. The employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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