

CITY OF IMPERIAL

JOB DESCRIPTION

GENERAL MAINTENANCE TECHNICIAN I

RANGE 64

UNION: TEAMSTERS LOCAL UNION #542

FULL TIME | FLSA NON-EXEMPT

DEPARTMENT: PUBLIC SERVICES

DEFINITION:

Under the direction of the Public Services Director, or his/her designee, perform a variety of journey-level activities involved in the maintenance and repair of City grounds, parks, buildings, facilities and other City-owned properties or facilities; troubleshoot and resolve electrical, water meter and related equipment malfunctions; train and provide work direction to assigned staff; perform general maintenance work as assigned.

DISTINGUISHING CHARACTERISTICS:

GENERAL MAINTENANCE TECHNICIAN I: This class is the first level in a three-level series. This class performs semi-skilled and skilled maintenance and repair work which may include providing guidance and technical knowledge to Maintenance and Operations Workers ensuring proper procedures and quality service. It is distinguished from the General Maintenance Worker class series by the primary responsibility to serve as a lead in assigned maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of journey-level activities involved in the maintenance and repair of City grounds, buildings, facilities and other City-owned properties; troubleshoot and resolve electrical, water meter and related equipment malfunctions as assigned by the position.
- Install and maintain streets, curbs and gutters as assigned by the position; assist with water distribution and sewer collection systems respond to work orders; assist in maintaining City properties in safe operating condition.
- Maintain and perform repairs on vehicles and heavy equipment as assigned to ensure proper operating condition including performing welding, drilling and metal fabrication; repair or replace various parts and components as needed.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials; load and unload materials, supplies and equipment.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.
- Perform building maintenance; respond to emergencies during off-duty hours, including in stand-by schedule rotation.
- Operate a variety of specialized equipment such as meter testing devices, welding equipment, tractor, backhoes, mowers, and various hand and power tools.
- Inspects, maintains, troubleshoots and repairs assigned facilities, structures, equipment or traffic support systems;
- Operate standard office equipment including a computer and assigned software.
- Maintain routine records related to assigned activities.

OTHER DUTIES:

Position Specific Responsibilities: This position is assigned to the Maintenance Division of the Public Services Department and works in tandem with the Maintenance Electrician.

- Installs items such as conduit, junction boxes, wiring, switches, and circuit breakers.
- Repairs items such as electrical wiring, air conditioning units, air compressors, computer inter-connect wiring, water pumps, public address systems, electrical water heaters, electric stoves, equipment with electric motors, generators, elevators, pneumatic tube systems, motor control systems, energy management systems, and irrigation time clocks.
- Maintains items such as pole-mounted lights, emergency generators, radio/communication and public address/recording systems, uninterrupted power supplies, and other electrical systems and equipment.
- Performs troubleshooting and diagnostic work on a variety of electrical equipment including energy management systems.
- Performs regulatory maintenance and troubleshooting/repairs for air filters, temperature and pressure tests, and installation of AC units.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and four (4) years experience in general maintenance including two (2) years journey-level trade experience.

Licenses and other Requirements:

- Valid California Class B driver's license and evidence of a safe driving record.
- Valid forklift certification.
- HVAC Certification & Licensing (Type III-Universal)
- Incumbents in the class series are placed in a random drug test program.

Knowledge of:

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Practices, procedures, methods and materials involved in the maintenance and repair of streets, water and sewer systems, buildings and facilities.
- Use of hand and power tools used in maintenance and repair.
- Appropriate health and safety precautions and procedures.
- Record-keeping and report writing techniques.
- Proper lifting techniques.
- Working knowledge of electrical theory, electrical codes, and of the standard practices, terms, procedures, materials, and equipment used in the electrical trade; and of the hazards and safety precautions associated with electrical work.
- Working knowledge of heating, ventilation, air conditioning and refrigeration systems.

Ability to:

- Plan, organize and lay out assigned tasks.
- Interpret plans, diagrams, blue prints, sketches and specifications.
- Observe health and safety regulations.
- Troubleshoot and resolve electrical, water meter and related equipment malfunctions.

- Operate a variety of equipment such as meter testing devices, edgers, chainsaws and various hand and power tools.
- Operate heavy equipment.
- Perform heavy manual labor as needed.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performed.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.