



Resolution: 020926-F

Job Title: Facility Maintenance Tech

Department/Division: Water Division

Reports To: Construction Services Manager

Direct Reports: N/A

Salary Class/Salary Grade: Classified/Grade 15

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The primary duties of this position during the spring, summer, and early fall involve yard and landscape maintenance of Alabaster Water Board (AWB) facilities focusing on grass cutting, appearance, and weed control. The secondary focus involves building maintenance and assisting field crews with system replacement projects.

Daily tasks include, but are not limited to mowing, pruning, blowing, edging, clearing debris and removing vines from fences at all AWB properties such as the main office, water plants, wells, tanks, and booster pump station sites. Assignments will include general building maintenance such as changing light bulbs, fixtures, cleaning, painting, receiving, and unloading deliveries. During the non-peak growing season, employee will work with crews and assist where needed with meter change-outs, repairing and/or replacing water mains and service lines, assisting with the repair of customer yards and laying sod, flagging traffic, painting and pressure washing well sites, water plants, and pipes or other related duties as assigned. Assignments are reviewed while in progress and upon job completion.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Must be able to use small hand tools and small engine equipment such as lawnmowers, weed eaters, edgers, shearers, saws, drills, and sprayers

Performs minor building maintenance such as painting, replacing bulbs, filters, and sweeping

Operates and backs an equipment trailer

Operates tractor with bush hog, commercial mowers, and skid steer

Track and maintain inventory of supplies and equipment

Must be able to push, pull, kneel, bend, stoop, climb, lift heavy objects, and dig on a regular basis

Minor plumbing, electrical, and carpentry skills
Operate pressure washers and man lifts
Assists with meter change-outs and installation, repair and replacement of water mains and service lines
Drives service truck and/or equipment to and from work sites
Installs barricades and flags traffic
Always follow proper safety protocol
Participate in on-call schedule and after-hours emergency call outs as needed
Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in the safe operations and procedures of lawn and building maintenance equipment
- Design, install, troubleshoot, and repair irrigation systems
- CDL driver's license
- Knowledge of lawn maintenance chemicals
- Plumbing and/or water system knowledge
- Able to operate handheld electronic device, such as iPad and smartphone
- Ability to follow oral and written instructions
- Ability to work independently and with a team
- Ability to communicate clearly and concisely, both orally and written
- Attention to detail
- Ability to adapt effectively to changing work assignments and environments
- Must be able to work outdoors in all safe weather conditions
- Must maintain positive working relationships with coworkers and the public

MINIMUM QUALIFICATIONS:

High School Diploma or equivalency required
Ability to speak, read, and write English
Must possess a valid driver license with acceptable driving record
Experience with lawn maintenance
Experience with general building repairs and maintenance
Respond to oncall needs within 30 minutes
Maintain an active Alabama drivers license

The physical activities required for this position involve:

Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling.

This position requires lifting: Up to 50 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date