

MAINTENANCE PERSON I (Town of Tonopah)

FLSA Status: Non-Exempt

Created: May 2003
Last Revised: Feb. 2017

DEFINITION: Under direct supervision of Utility Manager and/or Administrative Manager, performs a variety of work activities related to the maintenance and upkeep of all Town facilities including but not limited to parks, buildings, pool, fire station, Convention Center, sports complex and rodeo grounds.

DISTINGUISHING CHARACTERISTICS: This is the entry level position within the Tonopah Town Maintenance series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Maintenance Person I class differs from the Maintenance Forman class in that the latter is given more independence and responsibility in tasks and performance.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Performs manual labor as directed for maintenance of parks, operation of sprinkler systems, building maintenance and minor repair, janitorial, convention set up, and other manual tasks as related to the individual facilities.
2. Performs daily tasks related to the operation of Town facilities and parks: watering and fertilization of parks, mowing, refuse clean up, painting, and minor carpentry tasks.
3. Maintains equipment and performs minor repairs.
4. Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms, and other tools.
5. Subject to overtime as necessary based on convention center schedule and Town events.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- The use and minor maintenance of commonly used hand and power landscaping tools and equipment;
- Safe work methods and safety regulations pertaining to the work;

- Basic techniques for maintaining landscaped areas; and
- Basic painting, plumbing, concrete, and carpentry methods, tools, and techniques.

Ability to

- Safely use and maintain hand and power tools related to the work;
- Read and interpret standard plans, maps, and instructions;
- Understand and follow oral and written directions;
- Demonstrate professional attitude with courtesy and tact in all interactions with public and other Town/Tonopah Public Utilities employees;
- Work without close supervision in standard work situations; and
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.

Required Certifications and Licenses:

Valid driver's license or other acceptable means of travel; optional swimming pool operator certificate.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

High school diploma or equivalent G.E.D.

Physical, Mental and Intellectual Requirements:

The physical, mental and intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent lifting and loading of heavy objects (up to 100 pounds), digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy equipment, heavy hand and power tools. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered

employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas.

I have read and understand this explanation and job description.

Employee Signature

Date signed