



- Assembles needed work tools and supplies; performs cleaning, routine inspections, and preventive maintenance on assigned equipment and refers defects/malfunctions for repair and/or replacement to the supervisor for handling
- Drills holes for wiring; assists in lifting, positioning, and fastening objects such as wiring, conduit, motors; and, repairs and replaces door hardware, knobs, fuses, ballasts, sockets, bulbs, and switches
- Performs minor maintenance and repair to hand-held tools and equipment
- Assists in the inspection and determination of malfunctions of the electrical, mechanical, and plumbing systems within parish-owned buildings and facilities; tests equipment; and requisitions the services of an outside repair contractor when needed
- Moves levers and presses pedals to operate truck(s) and drive mowers and control movement of cutting and trimming apparatus
- Drives pick-up truck and utility truck, in the loading, hauling, and unloading of various equipment, gravel, sand, and other materials
- Performs required physical labor involved in the construction and maintenance of parish infrastructure as a member of an assigned crew, including pavement cutting, manhole and catch basin cleaning, main and pipe repairs, pipe laying and backfilling
- Cuts, threads, and bends pipe; connects pipe using threaded, caulked, soldered, brazed, fused, or cemented joints; and secures pipe to structure(s) with brackets, clamps, and hangers
- Digs trenches, repairs pot holes, clears rights-of-way, hoist materials, tools, and equipment utilizing a backhoe or other power equipment
- Maintains maintenance records for review and analysis by supervisors
- Assists in the installation and maintenance activities of traffic control signage and markings
- Performs the operation of all equipment in accordance with standard safety procedures and policies
- Requisitions tools, equipment, and supplies
- Inspects completed work for conformance to specifications and standards
- Establishes or adjusts work procedures to meet production schedules
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew
- Maintains time and production records

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Performs custodial/janitorial work including the changing of high level light fixtures and bulbs/fluorescent tubes; cleans rain gutters, and sweeps exterior roofs and overhangs
- Controls traffic at work sites by flagging/directing traffic through work zones to ensure the safety of public works personnel and proper traffic facilitation
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

May supervise part-time, temporary, and permanent staff in the performance of job duties. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Teamwork - Balances team and individual responsibilities.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Less than high school education; and three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in the basic operation and maintenance of public buildings and grounds and the associated equipment required to facilitate function. Working knowledge of the operational hazards and associated safety precautions in the utilization of lawn equipment preferred.

**Language Skills.** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees and supervisors.

**Mathematical Skills.** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed and complex written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Commercial Driver's License (CDL) preferred.

#### **OTHER SKILLS AND ABILITIES**

- Must possess the capability of operating a variety of equipment including backhoe, mowers, blowers, trimmers, tractors, airifiers, chainsaws, edgers, and weed trimmers; as well as, electric motors, pumps, drills, screw drivers, and other power tools required in the completion of basic carpentry and journeyman trades
- Ability to use electrical repair equipment such as hydraulic press, wire cutters, heat sensors, hot sticks, clamp sticks line tracers, shovels, wrenches, detection devices, mobile radio, phone, and other various hand and power tools
- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the general public
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

#### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is regularly exposed to high, precarious places and risk of electrical shock; and, is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 75 pounds; Specific

vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is frequently noisy.