



PUBLIC FACILITIES REPAIR TECHNICIAN I

Department:	Public Works	Reports To:	Public Facilities Manager
Division:	Public Facilities	Location:	As assigned
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	June 2004
Pay Grade Level:	4		

JOB SUMMARY

Performs a variety of basic semi-skilled and skilled work tasks in the maintenance, repair, and operation of parish-owned buildings, associated facilities and grounds, and public works facilities and infrastructure, including the performance of entry level trade activities in the construction, maintenance, and repair of structural, mechanical, electrical, and plumbing systems, motors, and machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Performs repairs and maintenance activities such as cleaning, oiling, electric motors, sprinklers, mowers, blowers, and other associated lawn and landscaping equipment
- Operates mowers, jackhammers, steam and pressure washers, buffers, trimmers, and blowers in the maintenance of lawns and green areas
- Mixes and spreads concrete; smooths and finishes freshly poured cement or concrete
- Assists in setting up and removing equipment and furniture for special functions and programs, and prepares assigned facility for program use
- Installs glass in windows, doors and partitions
- Replaces damaged ceiling tile, floor tile, and wall coverings
- Installs interior furnishings such as window shades, draperies, blinds, fans, and lighting fixtures
- Assembles needed work tools and supplies; performs cleaning, routine inspections, and preventive maintenance and repairs on assigned equipment and refers major defects/malfunctions for repair and/or replacement to the supervisor for handling

- Performs maintenance and repair to hand-held tools and equipment
- Moves levers and presses pedals to operate truck(s) and drive mowers and control movement of cutting and trimming apparatus
- Performs 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
- Drives pick-up truck and utility truck, in the loading, hauling, and unloading of various equipment, gravel, sand, and other materials
- 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

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

This position has no supervisory responsibilities.

COMPETENCIES

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

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

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 one (1) to three (3) months 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 simple instructions, short correspondence, and memos. Ability to write simple 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 but uninvolved 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 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.