

PUBLIC FACILITIES REPAIR TECHNICIAN III

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:	6		

JOB SUMMARY

Performs a variety of complex 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 journeyman-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
- Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, locks, and building framework and trim
- Installs glass in windows, doors and partitions
- Replaces damaged ceiling tile, floor tile, and wall coverings
- Performs work activities in the repair of electrical systems and equipment, including engines and motors; lays electrical conduit and vaults; splices wire and cable; inspects, tests, calibrates and adjusts various controls or meters used in electrical systems and components; observes electrical devices while in operation and listens for irregular sounds in effort to locate malfunction

- 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
- Moves levers and presses pedals to operate truck(s) and drive mowers and control movement of cutting and trimming apparatus
- 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
- Maintains maintenance records for review and analysis by supervisors
- Performs the operation of all equipment in accordance with standard safety procedures and policies
- Establishes production and quality control standards and obtains data regarding types, quantities, specifications, and delivery dates of products ordered
- Provides guidance to the development of an operational process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs
- Performs administrative activities associated with the effective management of shop operations, including compiling, storing, and retrieving production data for reports
- Determines responsibilities of assigned organization and staff positions to accomplish operational objectives
- Trains and ensures all assigned employees are aware of and comply with organizational policies, procedures, and regulations

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- May perform custodial/janitorial work including the changing of high level light fixtures and bulbs/fluorescent tubes
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent maintenance staff in the performance of job duties.

COMPETENCIES

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

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; 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; 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.

Innovation - Develops innovative approaches and ideas.

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. High school diploma or general education degree (GED); and three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in the 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 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 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.