



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL**

CLASSIFICATION TITLE: MAINTENANCE TECHNICIAN

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 09/27/2022

CLOSING DATE: 10/31/2022

SKILL LEVEL: 08-01

SUMMARY DESCRIPTION:

Under the direction of the Building Official, the Maintenance Technician performs routine and extensive preventative maintenance and repair procedures on City buildings. Schedules, coordinates, supervises, and assists daily department operations.

REPRESENTATIVE DUTIES: Under the direction of the Building Official:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs general maintenance and repair of all buildings and equipment.
2. Performs preventative maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
3. Completes daily, weekly, and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures
4. Assists in installation and repair of electrical wiring, controls, and equipment.
5. Responds to emergency maintenance requests of all city departments.
6. Obtains estimates and orders supplies, repair parts, or required tools as directed by the Building Official.
7. Assists other maintenance personnel with any projects requiring multiple persons.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- 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 of the City as well as the general public.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

MINIMUM QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 1) Responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience.
- 2) High school diploma or GED required.
- 3) Must hold a valid Alabama Motor Vehicles Operator’s License and have a good driving record.
- 4) Must pass a drug screen and physical.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

Essential Physical Abilities
While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, or hear. The employee must frequently lift and/or move more than 100 pounds.
Supervisory Control
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
Complexity
The work consists of semi-skilled and skilled manual labor. The environmental extremities and ability to follow safety procedures contributes to the complexity of this position.
Personal Contacts
Contacts are typically with employees, co-workers, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderately to occasionally loud.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.