

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: FACILITIES MAINTENANCE TECHNICIAN
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS SUPERVISOR

CLASS CODE: 1022
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs a variety of routine maintenance and repair functions including electrical, plumbing, carpentry, heating and air conditioning systems, and phone lines for public facilities.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Repairs and maintains electrical systems for all public facilities.

Repairs and maintains heating and air conditioning systems.

Repairs and maintains plumbing systems.

Inspects traffic and school crossing lights.

Installs decorative lights for special events.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand tools	Cordless drill	Table saw	Hammer Drill
Power tools	Skill saw	Sawzall	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and

One to three years of progressively related experience; or

Any combination of education, training and experience which provides the required knowledge skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic knowledge of safety rules

Basic knowledge of electrical, plumbing, and air conditioning repair.

Basic knowledge of building and construction.

Skill in:

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies and procedures.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend simple instructions, short correspondence and memos.

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving a few variables in standardized situations.

While performing the essential functions of this job the employee is required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; speak and hear; taste or smell; and lift and/or move up to 10 pounds regularly and up to 50 pounds occasionally.

Working Conditions:

The incumbent's working conditions are typically loud.

While performing the essential functions of the job the employee is exposed to moving mechanical parts; high precarious positions; fumes and airborne particles; outdoor weather conditions; dirt and dust; noxious fumes and odors; and risk of electrical shock.

The incumbent is exposed to moderate work hazards when operating heavy equipment, or using power tools.

The incumbent is frequently exposed to moderate hazards when climbing ladders or scaffolds or working on live electrical equipment.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.