



CITY OF HILLIARD
CLASSIFICATION DESCRIPTION

Maintenance Technician

FLSA Status:

Non-Exempt

Service Type:

Classified

Probation Period:

365 Days

Revision Date:

4-10-2015

Human Resources Approval:

4-10-2015

Nature of Work – General Description

Under direct supervision, working alone or as part of a crew, performs a wide range of semi-skilled and skilled general maintenance tasks and repair activities. The position frequently requires expenditures of heavy physical labor and may require the operation of motorized equipment and special tools. Activities performed require working outdoors in inclement weather conditions. Work primarily involves light to heavy manual labor and maintenance work.

Essential Functions of Work

(May not include all duties performed)

Operates a variety of motorized vehicles and specialized mechanical and/or electronic equipment (i.e., dump truck with snow plow and salt spreading attachments, backhoe, front end loader, chain saw, chipper/leaf machine, jack hammer, sewer video camera, vac truck, post driver, mowers, skid steer loader or other equivalent types of equipment) based on the functions necessary to perform specific job duties.

Utilizes a variety of hand tools (i.e., shovel, pick, axe, sledge hammer, paint sprayer, handsaw, air wrench, welder or other equivalent types of hand tools) based on the functions necessary to perform specific job duties.

Utilizes computer software to complete work orders, maintains routine records and completes specialized assignments by using job specific software.

Maintains equipment and ensures equipment is in good operating order. Conducts inventory of supplies and material and informs supervisor of any supply needs.

Performs a variety of tasks relating to special events including traffic control, set-up and tear down, placing signs within right-of-way.

Ensures proper utilization of safety precautions; including proper barricades and traffic control devices, and calling in Ohio Utilities Protection Service (OUPS) tickets when necessary.

Responsible for sewer/utility monitoring, cleaning, and replacement of sewer lines. Performs maintenance and repair work of distribution lines. Monitors, cleans and repairs wastewater pump stations and related facilities.

Performs chipper brush and leaf collection.

Essential Functions of Work (Cont.)
(May not include all duties performed)

Performs road repairs including pavement and berm work.

Performs citywide right-of-way beautification tasks.

Performs a variety of landscaping maintenance work involving the maintenance of grounds, mowing, trimming, edging, mulching, trash and debris removal, trimming shrubs, seeding, raking leaves, and other grounds maintenance landscape tasks.

Plants, weeds, and waters flowers, shrubs, trees and lawns.

Maintains parks, bike paths, and athletic fields/courts.

Performs preventative maintenance and makes repairs to HVAC and related mechanical equipment; plumbing and electrical systems; maintaining facilities (doors, windows, ceiling, floors, walls, roofs, plumbing, heating, ventilation, etc.); and other maintenance related duties.

Performs simple mechanical, plumbing, carpentry, masonry, painting and dry-wall work.

Performs electrical repairs to City lift stations, street lights, and traffic signal systems.

Plans, organizes and performs traffic and street sign fabrication, construction, installation and repair tasks. Sets up proper work zones and maintains job sites.

Must continuously and consistently demonstrate the initiative and responsibility to work in an efficient and productive manner with or without direct supervision.

Operates CDL and non-CDL equipment.

Assists with custodial duties as assigned. Cleans, sweeps, mops floors, and moves furniture. Cleans up work areas after completion of jobs; sets up and tears down displays and meeting rooms.

Performs on-call repairs, when necessary, 24 hours a day for emergencies.

Performs all other duties as directed.

Skills, Abilities and Knowledge

Operational knowledge of motorized, mechanical, and electronic equipment, (i.e., dump truck with snow plow and salt spreading attachments, tractor mower, backhoe, front-end loader, tar distributor, paint striper, chain saw, leaf vac, sewer vacuum, street sweeper, chipper, or other equivalent types of equipment).

Equivalent combination of training and experience that provides knowledge of the methods, materials, and equipment used in construction and maintenance work.

Knowledge of the safe and correct use of hand and power tools.

Knowledge of the occupational hazards and safety precautions of the work assigned.

Ability to understand and follow oral and written instructions.

Ability to complete work orders and written reports.

Ability to perform a variety of manual tasks.

Ability to establish and maintain effective working relationships with fellow Maintenance Technicians and to be courteous to the public.

Minimum Qualifications

High School diploma or (GED) equivalent.

Two (2) years' experience preferred in construction and/or maintenance work.

May require possession of a valid pesticide applications license or other chemical application license.

Successful completion of a pre-employment drug screen and physical examination.

Necessary Licenses and Certifications

Possession of a valid State of Ohio operator's license and a valid State of Ohio Class A Commercial Driver's license (CDL) with "Tanker" and "Air Brake" endorsements; said CDL must be obtained within six (6) months of appointment.

For members of the Traffic Signal and Street Lighting crew:

Possession of IMSA Traffic Signal Technician Level I certification and Roadway Lighting Level I certification required (or ability to obtain within 12 months of appointment). Level 2 certifications preferred.

For members of the Sign and Pavement Marking crew:

Possession of IMSA Work Zone I and Sign & Pavement Markings I certification required (or ability to obtain within 12 months of appointment). Level 2 certifications preferred.

Physical Requirements

Ability to demonstrate physical endurance and physical agility to perform tasks requiring bending, stooping, twisting, climbing ladders and stairs, working on roofs.

Ability to move, lift, and otherwise transfer equipment and supplies manually weighing up to 35 pounds and up to and exceeding 50 pounds with manual or mechanical assistance.

Ability to maneuver over and under equipment and in small work areas while performing essential functions.

Ability to perform manual labor for extended periods of time.

Ability to safely use the necessary tools, specialized equipment, and vehicles to performance the required skills of the job.

Ability to demonstrate dexterity in the use of hands and feet.

Ability to wear and utilize personal protective equipment, hard hats, safety vests, clothing, and masks to safely perform tasks as required.

Ability to work under emergency conditions in support of fire and police operations.

Ability to work in extreme weather conditions.