



Job Title: Maintenance Tech
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
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Approved By: Jesse Aherin
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Summary Performs general maintenance and repairs to equipment, facilities, streets, RV park, parks and cemetery as assigned, to include but not be limited to plumbing, electrical, basic carpentry, yard/grounds, sweeping, and snowplowing. Fulfilling these actions serves the residents, public, and visitors of Genesee by creating a better place to live.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs varied maintenance work in and around facilities and grounds, depending on the time of year and weather influences to include:

- Lawn and landscaping maintenance: mowing, trimming, planting, weeding, spraying.
- Streets: sweeping, snowplowing.
- Trash/garbage: picking up and disposing of dog waste, litter, and garbage.
- Facilities/buildings: painting, carpentry, general repairs, plumbing, electrical.
- Equipment clean-up and repairs: vehicles, mowers, string trimmers, lawn and landscaping equipment.

Assists or completes meter readings. Provides data to Administration for billing purposes.

Adheres to safety precautions, including wearing PPE and being mindful of traffic or other situations where employee and public safety might be concerned.

Assists with locating sewer and/or water lines.

Rotates weekends on-call with co-workers or supervisors to verify equipment operation or cover emergencies, such as water line leaks or repairs.

Reads lift stations.

Notifies supervisor of needed supplies.

Supervisory Responsibilities

This position does not hold supervisory responsibilities.

Competencies

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

Math - Ability to calculate formulas for chemical treatments.

Mechanical – Basic mechanical experience to complete repairs on small engines, lawn and landscaping equipment. Having a thorough knowledge of general repair.

Maintenance – Ability to perform basic maintenance work on buildings, equipment repairs. Maintaining a thorough knowledge of hand and power tools.

Communications – Ability to carry on positive communications with City council members, supervisors, administration, residents, general public, contractors, and others by utilizing active listening skills, not interrupting, and participating in open conversations.

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 may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED. Previous construction and/or repair and maintenance experience required. Previous experience or exposure to water and wastewater systems beneficial.

Ability to learn additional skills to gain knowledge in water and wastewater systems.

Language Skills

Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate with residents, general public, supervisors, co-workers, and others, and respond appropriately.

Mathematical Skills

Ability to apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, formulas, and proportions to practical situations.

Reasoning Ability

Ability to apply principles of logical thinking to practical problems.

Computer Skills

Previous computer experience is not required but is beneficial. Ability to learn computer systems related to water and wastewater systems management.

Certificates, Licenses, Registrations

Valid driver's license required. Ability to gain licensure in water distribution, water treatment, wastewater treatment, wastewater collection, and land application certificate endorsement is not required, but is beneficial .

Other Skills and Abilities

Exhibits high degree of competency in presenting topics to a variety of groups, including employees, management team, and general public.

Ability to work weekends, overtime, or cover "middle of the night" during emergencies such as extreme weather conditions (snow removal, flooding, etc.), or physical/structural hazards (water leaks, street/parks disturbances, water/sewer system malfunctions, etc.).

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is frequently required to stand and stoop, climb up and down ladders, kneel, crouch, or crawl. The employee must be able to enter and crawl into awkward or confined spaces. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may 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 wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The noise level in the work environment is usually moderate to loud.