

**City of Sallisaw
Job Description**

Job Title: Maintenance Technician

Exempt (Y/N): No

Date: March 2005

Department:

Park

Reports To:

Superintendent

SUMMARY

This is a journey level, non-exempt position in the park department. Employee works under the direct supervision of the park superintendent or his/her designee. Employee must be able to work with minimum supervision. This position requires the knowledge and safe usage of all types of power tools.

****This position is considered safety sensitive and is subject to random drug and/or alcohol testing.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Care and maintenance of city property such as, but not limited to, buildings, restrooms, parks, rodeo grounds, swimming pool, ball fields and equipment.
2. Operates tractors, mowers and weed eaters.
3. Performs light concrete and carpentry work.
4. Performs welding with arc welder and mig welder.
5. Uses cutting torch, measuring devices, and other tools and/or equipment used for general building and mechanical maintenance.
6. General pest control in and around city buildings.
7. Application of herbicide.
8. Light electrical work and plumbing work not requiring a state or local license.
9. Performs other duties as assigned.
10. Appear for scheduled work with regular, reliable and punctual attendance.

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 general education degree (GED); or 12 to 18 months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Must have the ability to follow oral and written instructions. Must have the ability to effectively respond to questions from customers and/or the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with immediate associates only and occasional routine contacts with persons outside the organization. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Oklahoma driver's license. Also, must have the ability to obtain a valid Class B CDL, which is preferred but not required. Must obtain pesticide applicator license for public health, right of way, general pest and structural pest.

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 talk and hear. The employee must be able to smell, sit, stand, walk, use hands and fingers to handle, feel and reach; climb and balance, stoop, kneel, crouch and crawl. The employee must be able to routinely lift and/or move up to 50 pounds.

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 position the incumbent is exposed to all types of outdoor weather conditions; extreme heat, cold, wet or humid condition. Incumbent could be exposed to stinging insects and allergy causing agents such as poison ivy, insecticides and herbicides.

** A pre-employment drug test is required.

Approved:  _____
City Manager

Date: 9/1/2023

Modified: 03/10/05; 11/6/2014; 10/20/2022; 09/01/2023