



Job Title	Maintenance Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	4	Job Code	12725

Class Specification – Maintenance Technician I

Summary Statement:	
<p>The purpose of this position is to perform a variety of semi-skilled maintenance and repair duties in support of assigned City department, division, or program; and to provide support to assigned supervisory staff.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>Maintenance Technician I--This is the entry level class in the Maintenance Technician series. This class is distinguished from the Maintenance Technician II by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Perform the full range of semi-skilled maintenance duties involved in the maintenance and repair of buildings, structures, roads, highways, drainage systems, grounds, trails, and related systems; and perform semi-skilled duties in the area of assignment including carpentry, electrical, plumbing, mechanical, HVAC, masonry, park maintenance, turf management, arboricultural, horticultural, equipment operation, and other duties as assigned. Complete assigned work orders and tasks requiring semi-skilled maintenance skills and techniques following City policies and procedures, public safety standards, and aesthetic guidelines related to maintenance work. Operate various hand and power tools and shop equipment; and operate equipment as assigned including snow plows, slurry truck, front end loaders, sweepers, backhoes, rollers and dump trucks. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required; and monitor and maintain supply inventory.
25%	Perform field inspections; assess necessary repair and maintenance work; perform safety and vandalism checks; and remove trash and debris. Maintain operation records and file reports as needed. Respond to public inquiries in a courteous manner; provide information within the area of assignment; and explain City policies and procedures to the general public.



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25%	<p>May be required to remain on-call for emergency or disaster situations. May lead the work of lower level coworkers, contract staff, temporary, and seasonal personnel; ensure the adherence to safe work practices and procedures and workplace safety; and review completed work for accuracy, proper work methods, techniques, and compliance with applicable standards and specification. May participate in the activities and services of the City's recycling center; and operate specialized recycling equipment used in separating, sizing and grading various materials for resale.</p>
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Competencies Required:	
Human Collaboration Skills:	Work requires regular interaction involving exchange and receipt of information.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing:	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Receives Administrative Direction:	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education:	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
Experience:	No experience is required.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: This job title has no supervision responsibility.
Supervision Received: Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.
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Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.
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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015