



Job Title	Skilled Maintenance Technician I	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	12808

Class Specification – Skilled Maintenance Technician I

Summary Statement:

The purpose of this position is to perform a variety of skilled construction, maintenance, and repair duties in support of assigned City department, division, or program; and to provide technical assistance to assigned supervisory staff.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Skilled Maintenance Technician series. This class is distinguished from the (II level) 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.

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 skilled maintenance and technical duties in support of assigned City department, division or program including the design, construction, installation, alteration, maintenance, and repair of buildings, structures, devices, and systems; as assigned, perform skilled carpentry, finished carpentry, electrical, electronic, plumbing, mechanical, HVAC, irrigation, and welding work; and perform related general maintenance duties as assigned. Complete assigned work orders and tasks requiring skilled maintenance methods and techniques; read and interpret plans and drawings; assess new projects in the field; design and layout projects; and ensure proper and efficient completion of tasks through use of hand and power tools and shop equipment. Estimate time, materials, and equipment required for jobs assigned; and requisition materials as required.
25%	Provide staff assistance to assigned supervisory staff; and serve as technical advisor as needed. Perform field inspections to ensure work quality and adherence to City policies and approved work plans and designs. Maintain operation records; and file reports as needed.



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25%	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. May be required to remain on-call for emergency/disaster situations. May lead the work of lower level coworkers, contract staff, and temporary 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.
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Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
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: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

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	
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training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED) with additional specialized training appropriate to assigned field.

Experience: One year of full-time skilled maintenance and/or technical experience related to area of assignment.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

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.

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



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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.

Specialized Computer Equipment and Software: Microsoft Office and Cartegraph.

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: November 2015