Job Description

Job Title:	Parks Facilities Maintenance Technician	Classification:	Classified
Department:	Parks and Recreation	Grade:	150
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees the maintenance and repair of mechanical systems in the Parks and Recreation Department facilities and sites and assists other Departments with mechanical systems maintenance and repair.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Maintains and repairs filtering systems, chlorination systems, and other mechanical systems including specialized plumbing system valves and controls required for safe, efficient operation of the City's swimming pools.
2. Inspects, repairs, and performs preventive maintenance on heating, ventilation, and air conditioning systems in Parks and Recreation Department buildings and facilities including servicing, repairing or replacing compressor motors, changing filters, and replacing belts or other critical parts to ensure efficient, effective HVAC system operation.
3. Performs plumbing, carpentry, and electrical work necessary for HVAC system installation, maintenance, and repair.
4. Prepares technical bid specifications for major HVAC, plumbing, and electrical system repairs and installations.
5. Winterizes City's swimming pools.
6. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices for the operation, maintenance, and repair of mechanical systems including HVAC, plumbing, and electrical systems; practices and techniques for energy conservation as related to the operation of a variety of mechanical systems; methods and techniques for performing basic carpentry, plumbing, and electrical work; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and officials; understanding and following complex instructions and directions; troubleshooting problems in heating, ventilation, air conditioning, plumbing, and electrical systems; installing, maintaining, and repairing heating, ventilation, air conditioning, plumbing, and electrical systems; reading plans, blueprints, and technical drawings for mechanical systems; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Vocational or trade school completion in HVAC, electrical, or plumbing is preferred.

Experience: Three years full-time mechanical system maintenance and repair required. Completion of a vocational/trade school program in HVAC, electrical, or plumbing may be substituted for two years of the required experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification as a Pool Operator, HVAC, and Carpentry is preferred, but not required.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	