

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Technician

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Maintenance & Operations	B21 – B22	Non-Exempt

CLASS SUMMARY:

This class is the second level in the Maintenance & Operations series. Incumbents perform maintenance and/or operational activities in assigned area of responsibility. Responsibilities, as assigned, may include: generating reports; operating specialized equipment; operating motorized vehicles and equipment; providing customer service; supporting water treatment plant operations; performing skilled repairs to equipment, infrastructure and/or other related items; troubleshooting systems; resolving complaints; identifying potential areas of operational concern; and, monitoring regulatory compliance. As assigned, some incumbents may serve as lead workers for assigned functions making work assignments, monitoring completion of work, and providing training and prioritization of work. Incumbents provide technical knowledge regarding assigned functions and ensure proper procedures and quality of service. As assigned, may serve as a lead or supervisor.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Performs specialized installation, maintenance and repair work related to assigned area of responsibility. May serve as lead worker in assigning, monitoring and reviewing work activities.	Daily 25%
Performs inspections and preventative maintenance of a variety of equipment, facilities, streets, grounds, parks, vehicles, plant operations, treatment systems and/or other items. Identifies issues and initiates the repair or replacement of items. May be required to respond to emergency calls and take appropriate actions.	Daily 20%
Operates and/or maintains a variety of medium and/or heavy equipment, utility vehicles, tools, diagnostics and measuring devices and/or other specialized equipment.	Daily 20%
Works directly with contractors, developers, vendors and/or customers providing guidance, and/or information. Initiates problem resolutions and/or requests for appropriate resources.	Daily 10%

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Monitors and ensures availability of adequate supplies, equipment and/or materials. Initiates requests for inventory replacement and may make vendor selections. Receives and distributes equipment and supplies.	Daily 5%
Receives, reviews, completes and/or maintains various work orders, forms, schematics, reports, correspondence, records, databases and/or other documents. Ensures maintenance of documentation per regulatory requirements.	Daily 5%
Responds to emergency calls for assistance.	Monthly 5%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 - 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<p>Positions assigned to Administration may be responsible for:</p> <ul style="list-style-type: none"> • Issuing materials and equipment to staff; • Monitoring, receiving and delivering inventory; • Soliciting bids from vendors;
<p>Positions assigned to Custodial Services may be responsible for:</p> <ul style="list-style-type: none"> • Supervising custodial staff; • Obtaining quotes for building projects; • Cleaning buildings.
<p>Positions assigned to Facilities Maintenance may be responsible for:</p> <ul style="list-style-type: none"> • Performing minor electrical, plumbing, carpentry, painting, welding, and heating and air conditioning service and repair work; • Conducting preventative maintenance inspections and ensuring routine maintenance of facilities and equipment.

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Positions assigned to **Fleet Maintenance** may be responsible for:

- Performing preventative maintenance of heavy and light duty vehicles and vehicular equipment;
- Performing diagnostic testing using related software and testing equipment;
- Fabricating and welding equipment and/or parts;
- Maintaining appropriate levels of inventory to ensure on-going operations;
- Making repairs on air conditioning and electrical systems, power trains, exhaust, brakes, tires and other equipment.

Positions assigned to **Environmental Services** may be responsible for:

Household Hazardous Waste Technician

- Identifying, segregating, storing, processing and disposing of household hazardous waste materials;
- Providing sustainability education to the public to promote recycling programs;

Heavy Equipment Operator

- Driving and operating heavy equipment and/or large vehicles with specialized functions including: dump truck, front/rear loader, roll off truck, water truck, street sweeper, tractor, backhoe, jack hammer, motor grader, milling and rolling equipment, trailer, grading and spraying equipment, shovel, fabricating equipment, hand tools and/or other related equipment;
- Collecting, transporting and weighing refuse, street cleaning, emulsion or chemical spraying, delivering equipment, maintaining storm drains, road grading, asphalt maintenance, crack sealing, sign preparation and installation, and/or other maintenance activities;
- Performing general safety inspection and preventative maintenance tasks including refueling, checking fluid levels, tire pressure, cleaning and/or other equipment inspection and maintenance.

Routing Technician

- Analyzing data to develop optimized routing systems; performing self-conducted time studies and data analysis;
- Making decisions and taking action to correct unbalanced routes and change the type of collection service; collect and track operational production and performance data; develop processes for coordinating and disseminating production and performance data to supervisors and management; maintain accurate records;

Positions assigned to **Grounds Maintenance** may be responsible for:

- Installing, maintaining and repairing irrigation systems and equipment;
- Maintaining turf, grounds, park spaces, sports fields and other areas;
- Installing and maintaining plants and trees;
- Inspecting sites and applying fertilizers, pesticides, herbicides to eliminate unwanted pests.

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Positions assigned to **Parks & Recreation** may be responsible for:

- Supervising Park Rangers and Grounds Maintenance Workers;
- Enforcing park rules, regulations and Town ordinances applicable to facilities, parks and trails;
- Developing informational pamphlets for the public and giving informational presentations;
- Conducting playground safety audits and maintenance inspections.

Positions assigned to **Security Systems** may be responsible for:

- Administering security systems and software;
- Implementing maintenance and repairs of facility security systems;
- Conducting surveillance using closed circuit televisions, cameras and/or related equipment.

Positions assigned to **Streets** may be responsible for:

- Monitoring, inspecting and coordinating pavement and concrete structure maintenance;
- Performing design, layout, and fabrication of signs and signage placement inspection;
- Troubleshooting and repairing street lights and equipment;
- Identifying, removing and initiating cleanup of roadway spills, debris, graffiti and other issues;
- Initiating traffic control and road closures;

Positions assigned to **Water Quality** may be responsible for:

- Performing or overseeing water sampling, chemistry analysis, microbiological analysis, research and data review;
- Performing laboratory instrument calibration and maintenance.

Positions assigned to **Water/Wastewater** may be responsible for:

- Monitoring system levels and making appropriate adjustments related to water treatment plant, booster stations, reservoir sites, and wells;
- Maintaining arsenic treatment systems;
- Inspecting, reading, testing, scheduling and/or installing water meters;
- Performing blue stake locating and marking for underground utilities;
- Maintaining and repairing water utility infrastructure, including wastewater collection, effluent/reclaimed and water distribution systems and water production wells;
- Cleaning of sewer systems and related equipment.

TRAINING AND EXPERIENCE:

High School Diploma or GED and 3 years of experience related to area of assignment. As assigned, specialized vocation technical training and/or 1 year of work experience in assigned area of responsibility may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License.

Depending on area of assignment, requires:

- Valid Class A or Class B Arizona Commercial Driver's License (CDL) including appropriate endorsements depending on area of assignment.
- EPA Universal Certification
- ASE Certification in two specialties
- Refrigerant Recovery Certification
- Arizona Emissions Inspector Certification
- American Backflow Prevention Association Certification
- Hazardous Waste and Emergency Response Certificate (HAZWOPER)
- RCRA Certification
- Hazardous Material Transportation Certification (HM181)
- Arizona Grade I Water Distribution Certification
- Arizona Grade I Wastewater Collection Operator Certification
- Arizona Structural Pest Control Licensure in Turf & Ornamental, General Pest and Public Health, Right of Way and Weed Control categories
- IMSA Roadway Lighting I Certification
- IMSA Work Zone Safety Certification
- Signs & Markings Certification
- Respirator Certification
- Arizona Grade I Water Distribution System Operator certification or Arizona Grade II Water Distribution System Operator Certification
- Arizona Grade II Water Treatment Plant Operator Certification

KNOWLEDGE OF:

Depending on area of assignment, requires knowledge of:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Basic plumbing, electrical, mechanical, and/or welding repair techniques;
- Hydraulic principles;
- National Fire Protection Association standards;
- Pavement and concrete techniques;
- Sampling protocol and procedures;
- Quality assurance methods;
- Work safety procedures;
- Basic scientific principles;
- Basic math concepts;
- Modern office equipment.

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SKILL IN:

Depending on area of assignment, requires skills and key competencies in:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Maintaining and controlling inventory;
- Solving problems;
- Providing customer service;
- Operating equipment applicable to assigned area;
- Repairing and maintaining applicable equipment;
- Reading and interpreting drawings, schematics, and/or maps;
- Making sound decisions;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

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WORKING TITLES WITHIN CLASS SPECIFICATION:

Facilities Maintenance Technician – B21
Heavy Equipment Operator – B21
Parts Technician – B21
Senior Grounds Maintenance Technician – B21
Environmental Services - Service Technician – B21
Meter Services - Service Technician – B21
Security Systems Technician – B21
Senior Streets Maintenance Technician – B21
Senior Utility Technician – Distribution – B22
Senior Utility Technician – Meters – B22
Senior Utility Technician - Reclaimed Water – B22
Senior Utility Technician – Wastewater – B22
Senior Utility Technician – Water – B22
Aquatic Facility Technician – B22
Custodial Supervisor – B22
Fire Equipment Technician – B22
Fleet Technician – B22
Household Hazardous Waste Technician – B22
Parks Mechanic – B22
Pavement Maintenance Technician – B22
Reclaimed Water Quality Technician – B22
Routing Technician – B22
Senior Facilities Maintenance Technician – B22
Senior Park Ranger – B22
Sign Technician – B22
Spray Technician – B22
Street Light Technician – B22
Utility Locator – B22
Wastewater Lift Station Technician – B22
Water Quality Technician – B22
Water Treatment Plant Mechanic – B22
Water Treatment Plant Operator I – B22
Welder Technician – B22
Well Technician - Reclaimed Water – B22
Well Technician - Water – B22

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)