



**CITY OF WALHALLA POSITION DESCRIPTION**  
**MAINTENANCE TECHNICIAN– STREETS & FACILITIES**  
*(SALARY RANGE \$31,200 - \$52,000, \$15-25/hour)*

**GENERAL PURPOSE**

Provides maintenance repairs and general upkeep of City facilities and grounds to ensure safe, well maintained and enjoyable conditions

**SUPERVISION RECEIVED**

Works under the general supervision of the Streets and Facilities Director.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs routine landscaping and maintenance activities at City facilities and grounds, including downtown Main Street and parks

Performs landscaping and grounds maintenance, including grass cutting, weed eating, spraying, etc.

Performs maintenance on equipment, facilities and signs, including routine inspections and repairs

Performs basic carpentry, painting, plumbing, and electrical repairs - Performs janitorial tasks

Operates and maintains vehicles, tools, and equipment used in operations, including minor repairs and upkeep

Maintains and cleans storm drains, culverts and other water conveyance structures

Performs manual labor of all types (painting, laying asphalt and stone, builds/repairs with lumber, roofing materials, and masonry)

Answers questions from the public in a professional and courteous manner

Provides excellent customer service and positive interactions with public and colleagues

Supports special events by assisting with set-up and tear down

Maintains a clean work environment

Performs semi-skilled duties of moderate difficulty to include but not limited to troubleshooting, repair, installation and maintenance of buildings such as plumbing and lighting fixtures, doors, windows and other related movable or stationary building structures and/or equipment  
Performs other work as directed by supervisor Required Qualifications

Available to work nights, weekends, overtime and City events as needed or scheduled.

*This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.*

## **PERIPHERAL DUTIES**

Assist other department staff with moving furniture, maintenance tasks and event coordination

Read blueprints and technical manuals

Assist with paving and concrete work

Coordinate with C-Fund Transportation Committee

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High School Diploma or GED

Three (3) to five (5) years of building maintenance, landscaping and/or trade experience

### **Preferred Education, Experience and Credentials:**

Certifications related to skilled trade

SC Commercial Applicator License

Commercial Driver's License (CDL) Class A

OSHA safety training

### **Necessary Knowledge, Skills and Abilities:**

Knowledge of best management landscaping practices and techniques.

Knowledge of health & safety practices and regulations.

Strong interpersonal communication skills.

High attention to detail and accuracy.

Skill in technical/regulatory/safety issues related to department functions.

Skill in operation of City vehicle to perform essential functions.

Strong sense of ownership and initiative, collaborative and flexible attitude.

Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.

Work is performed onsite; must be present at work to perform the essential functions of this job.

## **SPECIAL REQUIREMENTS**

Possession of a valid South Carolina Driver's License.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, calculator, telephone and copy machine.

## **PHYSICAL DEMANDS**

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 continuously required to talk or hear. The employee is frequently required to stand and walk; use hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to fifty (50) pounds of force on a periodic basis. Specific vision abilities required by this job include color vision, close vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

The employee frequently works outside in adverse weather conditions.

The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration, and exposure to fumes, dust, toxic or caustic chemicals.

## **ESSENTIAL SAFETY FUNCTIONS**

This position may require the regular handling of chemicals, as well as operating a motor vehicle on

a routine basis and requires professional performance and alertness.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**The City of Walhalla is an equal opportunity employer.**