



**CITY OF HARLEM
JOB DESCRIPTION
MAINTENANCE TECHNICIAN I**

JOB TITLE: Maintenance Technician I
DEPARTMENT: Public Works
SUPERVISOR: Public Works Supervisor
PAY GRADE: CH-10
CATEGORY: Hourly, 40 Hours/Week, Non-Exempt

JOB SUMMARY: This position is responsible for performing manual labor related to streets and right-of-way maintenance and repair and all other tasks associated with required services set forth by the City of Harlem.

MAJOR DUTIES:

- Performs curbside debris pickup.
- Cuts tree limbs and branches; brush and leaf removal from right-of-way.
- Assists with performing street maintenance duties.
- Assists with storm sewer and drainage maintenance.
- Pickup and removal of litter, trash and dead animals along city streets, rights-of-way, curbs, and other city properties.
- Performs other basic manual labor tasks.
- Performs other duties as assigned.

OTHER DUTIES:

- Assists with set-up, tear down and cleanup for various City sponsored events.
- Continually seeks and explores new ideas for improving his/her job functions and responsibilities; communicates ideas to appropriate individuals for review and consideration.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of city and safety policies and procedures.
- Skill in using various hand tools and equipment including a shovel and rake.
- Skill in using motorized equipment including chainsaws, chippers, and weed trimmers.
- Skill in following instructions.

SUPERVISORY CONTROLS: The Public Works Supervisor assigns work in terms of specific instructions. The supervisor reviews work in progress and upon completion for accuracy and compliance with instructions and established policies and procedures.

GUIDELINES: Guidelines include city and safety policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of various manual labor duties. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain city streets. Successful performance helps ensure attractive and well-maintained streets and affects the public image of the city government.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders and used tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has no direct or indirect reports.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Excellent communication skills; a positive attitude; a strong work ethic; a commitment to providing exceptional service to internal and external customers; and a commitment to work in the spirit of cooperation and collaboration.

PREFERRED QUALIFICATIONS:

- Two to five years prior related experience.
- Prior experience with mechanical equipment including chainsaws, weed trimmers, and blowers.

ADMINISTRATIVE: This position is not exempt from the provisions of the Fair Labor Standards Act. The City of Harlem is an EEO/AA/ADA Employer.

Harlem is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity to all qualified persons with disabilities.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within the classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position.

I have read and understand this job description including the minimum qualifications, duties, and responsibilities associated with this position.

Print Name

Signature

Date