

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Maintenance Tech II	Department:	Parks & Recreation
Requisition Number:	2022210		
Hours:	40 hours per week, varies	Rate of Pay:	\$24.3249 per hour
Date Posted Up:	6/14/2022	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the general direction of the Supervisor Project Coordination, incumbent is responsible for accomplishing a variety of tasks within the construction trades. This includes all levels of carpentry, plumbing, and masonry, painting and minor electrical repairs. Incumbent will have the ability to complete work orders correctly and efficiently under moderate supervision. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

OPERATIONS/JUDGEMENT

- Makes, creates, and constructs props for Botanical Conservatory; remodels offices and pavilions; replaces and repairs roofing; performs drywall work, structural repairs; makes forms for concrete work, pours and finishes concrete; paints and stains park structures and facilities, including removing graffiti;
- Installs and maintains various park related equipment, such as bleachers, backstops, fences, and other such equipment;
- Installs and repairs water lines, sewer lines, valves, and a variety of plumbing fixtures;
- Excavates, braces, and backfill trenches;
- Reads and works from blueprints and diagrams, compiles material lists, and organizes assigned projects;
- Operates a variety of tools such as; all types of power hand tools, all varieties of wood working power tools, cutting torch, gas welding, sweat soldering and brazing, and all safety equipment as required;
- Operates a variety of vehicles including; skid loaders, forklift, tractors, lifts, bucket trucks, dump trucks with equipment trailers, and other vehicles as required, also operate standard shift transmissions;
- Completes all required records accurately and in a timely manner.

DIAGNOSTIC/PREVENTATIVE MAINTENANCE

- Services / repairs, irrigation systems, pumps, and fountains;
- Maintains swimming pool equipment and filtration of water;
- Repairs or replaces plumbing fixtures such as; toilets, sinks, faucets, drinking fountains, water heaters, various pipe work, and other miscellaneous items;
- Performs minor electrical repairs to fixtures, lights and other items as required;
- Completes basic repairs to H.V.A.C. and/or assesses advanced problems and recommends action to be taken;

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent assists supervisor in directing the work of one to two seasonal employees, it could be more or less depending on peak period or slack time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or G.E.D.;
- Four years working experience in either of the following areas: Building Maintenance, Construction Trades, or Maintenance Technician related fields.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Understands oral and written instructions;
- Provides own set of carpentry and construction hand tools;
- Maintains proven acceptable attendance work record.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Thorough working knowledge of a variety of trades is required. Incumbent must have the ability to interpret work instructions and other technical guides, read blueprints, have practical knowledge of tools, machinery and equipment, have some planning and layout and practical shop mathematics.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license with for hire endorsement;
- Maintains current AHA CPR/First Aid Certification;
- Confined Space Entry certification.

PHYSICAL DEMANDS

The 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee lifts 75 pounds and carries the weight 50 feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is responsible for a variety of different operations to be able to complete assignments with accuracy required to protect tools, materials, and prevent injuries of others. Work is performed with considerable independence from supervisor and has authority to deviate from general instructions and makes decisions and judgments affecting quality and adequacy of work. The jobs' duties and tasks are of a limited amount of involvement in the overall operation of the Parks and Recreation Department.

Working conditions are adequate with moderate exposure to dust, extreme temperatures, and inclement weather in recurring work conditions, which could involve chance of injury or loss of life.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.