

CITY OF TUPELO

Job Description

MAINTENANCE TECHNICIAN II

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| EXEMPT (Y/N): No | DATE: 22OCT15 |
| LOCATION: BancorpSouth Arena & Conference Center | SHIFT: 8-Hour with Nights and Weekends |
| DEPARTMENT: BancorpSouth Arena & Conference Center | SUPERVISOR: Director of Operations |

SUMMARY

Performs skilled and unskilled jobs in all aspects of building, plumbing, mechanical and electrical repairs to facilities. The employee performs onsite supervision of small groups of employees while making any needed repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Examines, analyzes, adjusts, and makes needed repairs to all type buildings, electrical, plumbing, and mechanical problems.
- The employee performs preventive maintenance on all types of HVAC systems, roofing systems, and building systems.
- Fabricates, cuts, and welds metal products.
- Instructs and advises other workers concerning proper work methods.
- Perform all types of plumbing and carpentry work.
- The employee performs most types of electrical work; computer wire and devices; telephone wiring and jacks.
- The employee performs minor and major HVAC work.
- The employee will operate forklifts and ice resurfacing equipment.
- May be required to operate City vehicles.
- The employee performs other duties as assigned.

SUPERVISORY DUTIES

- None.

QUALIFICATION REQUIREMENTS

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.

EDUCATIONAL AND/OR EXPERIENCE

- High school diploma or GED required.
- Technical training is preferred.
- The individual needs to possess considerable knowledge of practice, methods, tools, materials used, and diagnosis and repair in the maintenance of all related building trades.
- Experience in electrical and HVAC work is preferred.

LANGUAGE SKILLS

- Ability to understand and follow oral and/or written instructions.

REASONING ABILITY

- The ability to apply basic logic or reason in routine and non-routine functions of operation, maintenance and construction work.
- The ability to implement and understand work hazards and applicable safety measures needed for the job.
- The ability to deal with nonverbal symbols.
- The ability to deal with abstract and concrete concepts.
- The ability to identify, to evaluate, and to repair all functions of related building trades and equipment.
- The ability to read and interpret electrical diagrams and plans.

CERTIFICATIONS

- Maintain a valid commercial driver's license from the State of Mississippi.
- An electrical license is preferred.

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 talk and hear. Required to use hands to finger, handle or feel objects, tools, or controls. Generally required to stand; walk; sit;

reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

- ❑ This job requires occasional lifting/and or moving up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work 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.

- ❑ While performing the duties of this job, the employee regularly works near moving mechanical parts, fumes or airborne particles and vibrations from equipment. The individual may be required to work in all weather conditions and all elements anytime day or night.
- ❑ Employee may encounter loud noises. Employee may be subject to various types of chemicals and other hazards. May be required to work around high voltage power sources to make needed repairs.