



Title:

Maintenance Person

Level:

1

FLSA Status:

Non-exempt

Division:

Centralized Maintenance

Department/Location:

Facilities and Fleet Services

Employment Status:

Regular Full Time

SUMMARY

This position reports to the Facilities Services Group Leader. This position performs scheduled and unscheduled maintenance to all facilities and grounds within the Environmental Park, Wastewater Treatment Plant and other areas as needed.

RESPONSIBILITIES

- Perform landscaping duties such as operating lawn mowers and weed whackers, pulling weeds, trimming and planting trees, shrubs, and flowers, mulching, etc. Perform routine litter cleanup and janitorial tasks.
- Perform preventative maintenance and minor repairs on equipment such as lawn mowers, string trimmers, and chain saws, etc.
- Install and repair sprinkler systems, drains and water pipes.
- Rearrange, clean and paint office and workspace areas.
- Maintain all lighting systems throughout the ACUA Environmental Park—clean fixtures, replace lamps.
- Move, carry and transport file boxes, furniture, gravel, sand, and lumber for various jobs.
- Work safely from step ladders, aerial work lifts, roof tops, high extension ladders and scaffolding, both overhead and in below grade areas.
- Work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- Responsible for safe and proper operation of all assigned equipment, keeping the equipment and shop in a neat, orderly fashion.
- In accordance with 7:1E-212, employee shall be familiar with, and is responsible to perform the duties detailed in ACUA's written SOP's regarding hazardous substances, specifically SOP HAZ6. Employee is required to have Hazwoper 40 training, an annual 8 hour Hazwoper refresher courses and shall engage in a hazardous substance drill annually to demonstrate abilities related to position.
- Perform other duties as directed by Supervisor.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED
- Minimum of 1 year of documented facilities maintenance experience.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Ability to use hand and electrical tools to accomplish maintenance tasks
- Ability to analyze failed mechanical, irrigation and electrical equipment and communicate the situation, and possible solution, to supervisor
- Working knowledge of power and air tools such as circular saws, jig saws, drill press, etc.
- Proficient in the use of powered lawn maintenance equipment
- Ability to work independently
- Ability work overtime, weekend or holidays on short notice
- Ability to work during weather related and/or other emergency call-ins

PREFERRED QUALIFICATIONS

- Plumbing, carpentry, minor electrical and mechanical skills preferred



PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:

Constantly operates all equipment and/or machinery associated with this job. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Some occasional excavation will be required. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>