



City of North Charleston Vacancy Notice

Position: Recreation Maintenance Technician
Department: Recreation
Pay Grade: \$13.27

GENERAL STATEMENT OF POSITION

Under occasional supervision, performs skilled and semi-skilled work in the installation, maintenance and repair of mechanical, electrical, plumbing, HVAC and other building systems and equipment, and in the maintenance of City grounds. Performs related maintenance work as required. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in facility maintenance and repair work, or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities.

Posted: 09/23/2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	RECREATION MAINTENANCE TECHNICIAN		Job Code:	552
Core Comp Group	PART-TIME		FLSA:	PART-TIME
Pay Grade:	201			
Effective Date		Revision A: Risk	05/06/2021 M. COLE	
Revision B:	L. MITCHUM 9/5/21	Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Recreation		Dept. #	700
Location:			EM Status:	
Reports To:	Assigned Supervisor			

Summary Objective

Under occasional supervision, performs skilled and semi-skilled work in the installation, maintenance and repair of mechanical, electrical, plumbing, HVAC and other building systems and equipment, and in the maintenance of City grounds. Performs related maintenance work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Installs, maintains and repairs various plumbing systems and equipment, including but not limited to bathroom fixtures, water heaters/coolers, water lines, valves, drain lines, water fountains, etc.
- Installs, maintains and repairs electrical components and equipment, including but not limited to general electrical wiring, electrical outlets, switches, breakers, light fixtures, ballasts, circuits, light poles, security lights, ground lights, etc.; changes light bulbs as needed.
- Maintains and repairs electronic systems and equipment, which may include the City's telephone system.
- Maintains and repairs HVAC systems and equipment.
- Maintains and repairs various specialized equipment, such as elevators.
- Troubleshoots and diagnoses equipment and system problems; schedules and performs required repair work or parts replacement.
- Performs general carpentry, concrete and painting work as needed.
- Performs miscellaneous maintenance work as required, including but not limited to repairing roofing materials, installing and maintaining fencing, coordinating office moves and moving heavy furnishings, repairing and replacing locks, etc.
- Assists with general custodial work as necessary, including cleaning and maintaining floors and carpets.
- May perform general grounds keeping work, such as installing landscape materials, cutting grass, trimming hedges and trees, applying fertilizers and herbicides, raking leaves, removing debris from grounds, etc.
- May install and maintain irrigation systems.
- May lay out and maintain athletic playing fields.
- May supervise and review the work of subordinate maintenance, custodial or grounds maintenance personnel or inmate workers; offers training, advice and assistance as needed.
- Estimates and procures supplies and materials required for daily maintenance and repair work.
- Inspects and maintains assigned tools and equipment.

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RECREATION MAINTENANCE TECHNICIAN

- Performs all work in accordance with all applicable policies, procedures, regulations and standards of safety and quality; ensures the timely completion of all assignments.
- Attends training, workshops, meetings, etc., as required to enhance job knowledge and skills.
- Receives and reviews various records and reports including work orders, invoices, etc.
- Prepares daily work reports, time sheets, work orders, duty rosters, materials/supply logs, etc.
- Refer to policy and procedure manuals, equipment manuals, blueprints, building codes, safety sheets, etc.
- Operates a truck and a variety of equipment, which may include a computer, printer, telephones, generators, vacuum cleaners, carpet cleaners, floor buffers and strippers, paint sprayers, HVAC equipment, mowers, tractors, chain saws, weed eaters, rollers, bush hogs, box blades, drag mats, front end loaders, etc.
- Uses mechanic's tools, plumbing tools, electrician's tools, carpentry tools, painting tools, grounds keeping tools, ladders, and other general maintenance tools and supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City department heads and employees, co-workers, subordinates, inmate workers, vendors, and the general public.
- Assists other departments with maintenance work as required.
- Performs other related duties as required.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Recreation Maintenance Technician.
- Knowledge of and ability to plan, organize and direct a maintenance staff.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Ability to offer training and assistance to subordinates, co-workers and employees of other departments as required.
- Knowledge of and skilled in the maintenance and repair of a variety of mechanical, electrical, HVAC and plumbing system and equipment.
- Knowledge of and skill in performing other general property and grounds maintenance duties as assigned.
- Knowledge of and skill performing general custodial work.
- Knowledge of the standard tools, materials and practices of the trade(s).
- Skill in the care and use of required tools and equipment.
- Ability to operate vehicles and heavy equipment with skill and safety.
- Knowledge of the occupational hazards and safety precautions of the trade(s).
- Knowledge of and ability to read and interpret equipment manuals, specifications, construction drawings, etc.
- Knowledge of basic mathematics.
- Ability to prepare required records and reports in a timely and accurate manner.
- Ability to effectively supervise and review the work of subordinates or assistants as assigned
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.

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- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in facility maintenance and repair work, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight and occasionally heavier weight.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Adverse environmental conditions, including exposure to extreme heat/cold, wetness, humidity, pollen, dusts, dirt, machinery hazards, traffic, hazards, vibrations, noise, odors, smoke, potential electrical currents, toxic agents, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

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 injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.