

CITY OF COTTONDALE
OPERATIONS AND MAINTENANCE TECHNICIAN

I. JOB DESCRIPTION

1. Employees in this category are required to work in any areas directed in the operation and maintenance of all areas of the utility system such as; digging out utility lines, using hoes, shovels, and axes; help with laying pipe lines and back filling with shovels.
2. May be required to do general maintenance and assist with installations in the water/sewer departments of the City and may include hand digging, trenching, pipe fitting and other work necessary to the installation, operation and maintenance of the water and sewer departments of the City, under direct supervision.
3. Must have a valid Florida driver License.
4. Must be able to operate and use the equipment and tools necessary and required for use in making service taps within the utility division.
5. Must be able to operate pumps and mechanical equipment of the sewer department.
6. Must be able to lift a minimal of 50 pounds.
7. Must be able to make minor repairs to equipment, tools and meters in the utility division.
8. May be required to work in any division of operation and maintenance of all departments.
9. In addition, will be required to fill pot holes, patch streets, clean curbs and gutters, clean sidewalks, erect fences and install culverts, etc., mow rights-of-ways of the City, collect leaves, limbs, and trash, and assist in construction projects in the street department.
10. Will be required to cut grass and do weed eating at lift stations and treatment plant. At the discretion of the plan operator, may do other maintenance and operation tasks such as adjust valves, pull pumps, waste, empty drying beds and clean treatment plant and life stations.
11. Will be required to do minor maintenance and repairs to public buildings.
12. May be required to pull on-call duty, requiring employee to be able to be reached by City Officials at all times while he is on on-call duty.
13. May be required to perform other duties not listed, as directed by supervisor.

II. QUALIFICATIONS

Must be physically and mentally able to work, to follow verbal and written instructions and to care for and maintain small equipment, tools and supplies. Shall be polite and courteous to the general public, his superiors and subordinates.

III. APPOINTMENT & TERMINATION

The appointment and termination of Operation and Maintenance Technician shall be at the discretion of the City Commission. Justification of termination shall be documented. Operation and Maintenance Personnel will be directly responsible to the Crew Foreman, who will make recommendation for appointment and termination to the City Commission.

I have read and understand the job description of the Maintenance Technician.

Signature

Date