



St. Bernard Parish, Louisiana

Classification Specification

MAINTENANCE TECHNICIAN

Purpose of Classification:

The purpose of this classification is to perform operational building maintenance and lawn maintenance activities in multiple locations around St. Bernard Parish.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Mows grass and cleans up the grass clippings and other trash throughout the side of the roads and medians. Operates weed eaters and blowers to keep areas around road ways free of weeds and excess grass.

Performs preventive maintenance and repair work on buildings and systems, repairs heating, ventilation, and air conditioning (HVAC) systems and plumbing fixtures; replaces floor and ceiling tiles, defective parts, fluorescent bulbs and filters; collects lint from dryers; paints walls, doors, and ceilings; and performs other minor repairs.

Identifies and requests supplies needed for tasks, such as air filters, controls, and gas valves. Inspects buildings to ensure that they are clean and debris free, and maintenance repairs are completed. Monitors temperature of chilled water and computerized controls to ensure a comfortable work environment and makes adjustments as needed.

Makes recommendations regarding equipment replacement; performs preventative maintenance and repair on lawn equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required supplemented by one year of work experience in a maintenance/laborer or related capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Ability to operate a variety of lawn maintenance equipment including: mowers, edger's, blowers, weed eaters and various tools and equipment used in the building maintenance field including meters, hand tools and power tools, carpenter tools, plumbing tools and electrician tools.

Environmental Factors Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, and humidity, rain, temperature and animal/wildlife attacks.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.