

JOB OPENING

FULL-TIME MAINTENANCE TECH II / SIGNALIZATION

Applications will be received by the Human Resources Manager of the Town of Wytheville, for the full-time position of Signalization/Maintenance Tech II in the Public Works Department. **Desired Qualifications:** The successful candidate should be able to perform a variety of skilled maintenance work in maintaining Town buildings, grounds and equipment with a high concentration in carpentry skills. Have the ability to perform duties in the following categories: mechanic, plumber, carpenter, painter and electrician. Considerable knowledge of facilities maintenance, working knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance. Required labor involved to frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds. **Education and Experience:** High school diploma or GED with some specialized training and/or certification in electrical and plumbing, building technology, mechanics and general maintenance with four years related experience or any equivalent combination of education and experience. **Required Qualification:** Posses a valid state driver's license and CDL certification, or ability to obtain one. **Salary Range:** \$31,200 – \$43,805 annual salary with benefits. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Web site at www.wytheville.org. Applications will be accepted until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**

POSITION DESCRIPTION

Class Title: Maintenance Technician II
Department: Public Works Department
Worker's Comp Group No.: 054
Date: December 5, 2001

GENERAL PURPOSE

Conducts maintenance activities concerning the Town buildings, grounds, and equipment and performs a variety of duties concerning the Town. Work is performed under the general supervision of the Signalization and Maintenance Supervisor who reviews work through observation and results obtained.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Signalization and Maintenance Supervisor or Crew Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties falling into the following categories: mechanic, plumber, carpenter, painter, and electrician.

Maintains boilers, utilities, and power to Town facilities.

Repairs and cleans equipment and fixtures.

Performs necessary structural repairs.

Performs duties around grounds and exterior of buildings.

Participates in safety programs.

Performs a variety of duties in the event of an emergency.

Assists supervisors in planning and conducting of construction projects affecting the existing Town buildings and its operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent plus some specialized training or certification in electrical and plumbing, building technology, mechanics, and general maintenance.

Four (4) years of related experience, or

Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

Considerable knowledge of facilities maintenance; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials, and tools used in modern equipment and facilities maintenance. Working knowledge of computers.

Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

Valid State Operator's License with commercial driver's license (CDL) endorsement, or ability to obtain one. Certifications in electrical, mechanical and/or plumbing preferred but not required.

TOOLS AND EQUIPMENT USED

Motorized vehicles for driving and evaluation purposes, aerial lifts and ladders, heavy equipment, power and hand tools, and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms; personal computer, calculator, copy machine, telephone, mobile or portable radio.

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 frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment 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 occasionally works near moving mechanical parts, electrical equipment, heavy equipment, or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic, or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

May be required to work long hours in emergencies.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; pre-employment drug screening; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

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Effective Date: December 5, 2001

Revision History: December 5, 2001
September 23, 2008
December 13, 2012
October 29, 2013