

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

Job Description

MAINTENANCE TECHNICIAN

Supervised By: Parking Administrator & Deputy Parking Administrator
Supervises: N/A
Job Type: Permanent Part-time, Hourly

General Summary:

Under the direct supervision of the Parking Administrator, maintains facilities and systems under the control of the Traverse City Parking System.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops and maintains maintenance plans for the various systems under the control of Traverse City Parking Services.
2. Oversees the maintenance of Traverse City Parking Services facilities and systems.
3. Determining material, equipment, and supplies to be used.
4. Keeping records of systems maintenance,
5. Coordinates or installs, inspects, repairs and maintains the electrical, plumbing, mechanical, HVAC, snow melt boilers, and other related systems in all Traverse City Parking Services locations.
6. Coordinates or installs, operates and maintains traffic control equipment in all Traverse City Parking Services locations.
7. Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.
8. General parking meter repairs (single and multi-space repairs).
9. Able to lift up to 75 pounds and to walk distances of up to 25 yards with that weight frequently and regularly.
10. Able to stand and work from standing, bending and twisting position for durations of up to 8 hours.
11. Able to operate shift vehicles and vehicles that require simultaneous functions of vehicle. Must be able to sit and operate vehicles and equipment from seated position for a duration of up to 8 hours.
12. Completes other maintenance assignments that may from time to time be assigned by the Parking Administrator or Deputy Parking Administrator.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High School diploma or GED.

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2. Eighteen months of education and training beyond high school level in general maintenance and repair, or closely related area.
3. Knowledge of Microsoft Office programs, such as Word and Excel.
4. Ability to install, inspect, repair and maintain electrical, plumbing and other related systems.
5. Skill in the operation of a computer, calculator, copier and other standard office equipment.
6. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, community leaders, and other employees.
7. Ability to understand and follow complex oral and written instructions, and carry them out independently.
8. Ability to effectively and tactfully communicate and present ideas and ideas orally and in writing.
9. Ability to critically assess situations and solve problems, maintain confidentiality, and work effectively under stress, within deadlines, and changes in work priorities.
10. Able to lift up to 75 pounds and to walk distances of up to 25 yards with that weight frequently and regularly.
11. Able to stand and work from standing, bending and twisting position for durations of up to 4 hours.
12. Able to operate shift vehicles and vehicles that require simultaneous functions of vehicle. Must be able to sit and operate vehicles and equipment from seated position for a duration of up to 4 hours.
13. Possess a valid motor vehicle operator license

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move medium weight items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee often works in the elements.

Tools and Technology

Must be proficient with personal computers including Microsoft Office. Will be expected to be familiar with a variety of parking control equipment. Must be able and licensed to operate riding equipment such as a Kubota tractor, Proterra Sweeper, and full-size pick up with sander and plow.