

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: MAINTENANCE/OPERATIONS FLEX TECHNICIAN
DEPARTMENT: GENERAL SERVICES
REPORTS TO: VARIOUS
DATE: 11/17

JOB SUMMARY:

Performs various routine duties involving the construction, repair, cleaning, and maintenance of city streets, public squares, water and sewer systems, public buildings, pools and recreation facilities, ice arena, parking garages, and other facilities; may operate equipment and trucks in the absence of regularly assigned personnel. It is the intention FOR this position to serve as career development for subsequent full-time, career-trajectory, employment with the City of Concord's General Services (Public Works) Department.

ESSENTIAL JOB FUNCTIONS: (Job requirements depend on area of assignment.)

Performs cold patching and blacktop work; assists with road and shoulder repairs using hand tools such as rakes, shovels, and brooms; assists with traffic marking operations by placing and moving markers and stencils; may operate spray machine; prepares street signs.

Assists with traffic control at road construction sites by directing traffic and assisting other equipment operators in maneuvering equipment.

Assists with plowing and removing snow from roadways, walkways, and airport runways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to fill trucks with salt and/or sand for road application.

Assists with relaying and repairing water and sewer services, repairing water and sewer mains, and installing hydrants including flagging, laying pipe, compacting gravel and cold patch, operating a dump truck to haul materials to and from the site, shoveling sand, gravel and stone in the trench; operates a jackhammer to cut pavement; runs a mini-vector, cleaning out water gate boxes; inspects water gate valves and curb stops; pumps, tests, inspects, paints, clears brush, cleans, and fills out report on hydrants; may operate vector to unplug and clean sewer mains and catch basins.

Performs grounds maintenance work such as mowing, trimming, weeding, irrigating lawns, raking, fertilizing, shoveling, sweeping, and pruning trees; maintains and repairs brickwork, concrete areas, roofs, and other similar fixtures and buildings.

Performs a variety of semi-skilled trade work including; Painting, Heating, Ventilation, and Air Conditioning (HVAC), Plumbing, Electrical, and Swimming Pool maintenance. Repairs and conducts minor maintenance of equipment and machinery. May assist contracted skilled trade workers.

Performs custodial maintenance including; vacuuming rugs, washing windows, replacing light bulbs, emptying trash, cleaning elevators, dusting furniture, and sweeping, mopping, and buffing floors. Sanitizes bathrooms fixtures and floors, refills consumable supplies.

Assist in the maintenance of the ice rink in an arena, which includes resurfacing, dry plane, reducing ice build-up, flooding low spots, filing holes and divots, and fixing hockey lines; collects admission fees for ice rental programs, and maintains records of admissions to reconcile receipts; may give first aid to injured skaters.

Power washes all salt spreaders and removes buildup of solid rock salt. Lubricate bearings; adjust conveyor, and oil undercoat unit and conveyor. Assist mechanics with other repairs on sanders.

Assists mechanics swapping trackless and bobcat attachments over from summer to winter and vice versa. Assist mechanics preparing leaf loaders for fall season.

Wire brush/sand snow plows to prepare surface for painting. Prep used vehicles in anticipation of auction.

Power washes equipment prior to maintenance and oil undercoat chassis and bodies post preventative maintenance.

Assist in delivery and pickup of units at outside vendors for Commercial Driver's License (CDL) and non-CDL units.

Assist parts technician with inventory count.

Assist mechanics with preventative maintenance and annual state inspections.

Assists in the installation and troubleshooting of meters and automatic meter reading systems in residential and commercial locations.

Assists in the removal of defective meters and replaces with working meters.

Completes daily work logs to accurately record type and amount of work done.

Assists in testing backflow prevention devices.

Overtime is required of all positions within this class specification.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Snow and Ice Removal Tools and Equipment	Plow Truck	Sidewalk Tractor
Handheld Portable Electronics	Computer	Trimmers
Custodial Tools and Equipment.	Backhoe	Zamboni
Hand and Power Shop Tools.	Front End Loader	Paint Machine
Power Washer	Jack Hammer	Air Compressor
Undercoating spray gun	Mowers	Vactor
Rodding Machine	Water meter testing equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED. Experience performing skilled labor or trades or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License

Will be required to possess valid New Hampshire Class B Commercial Driver's License (CDL) with air brake endorsement prior to completion of the probationary period. All those with CDL licensing requirements for position, are part of the U.S. Department of Transportation Random Drug Screening Program.

May be required to possess other specialized licensure or certifications according to requirements of position

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard tools, methods, practices, and materials of one or more trades

Operation of power equipment and light to medium automotive and other equipment related to assignment.

General construction and/or maintenance methods and practices

Grounds maintenance, and lawn and plant care.

Simple math and measurements.

Skill in:

Operation of required tools and equipment.

Mental and Physical Abilities to:

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Apply common sense understanding to carry out simple one or two-step instructions.

Perform duties while intermittently sitting, standing, stooping, bending, crouching, or walking.

While performing the essential functions of this job, the incumbent is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb, balance; stoop, kneel, crouch, or crawl; exert 20 to 50 pounds of force.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move objects weighing up to 100 pounds.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed both indoors and outdoors sometimes in very noisy places. Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work is occasionally performed in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, steel toe shoes, safety vests, protective aprons, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.