

City Of Batesville  
Job Description  
TITLE: Maintenance Specialist

DEFINITION:

Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Department Supervisor

SUPERVISION OVER: Community Service workers when assigned.

DUTIES AND RESPONSIBILITIES:

General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds. Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, masonry, and painting tasks; repairs and treats structures such as floors, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs doors; moves and assists in moving furniture and equipment at various facilities/sites; identifies projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as directed; completes service requests and updates work logs; as part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites.

- a. Mechanic responsibilities: Diagnose equipment based on observational and mechanical testing as well as information provided by the operator. Performs routine maintenance such as repair or replace worn parts and systems such as spark plugs, wheel bearings, brake pads, fuel systems, sensors, oil changes, lubricating moving parts etc. Provide supervisors with detailed estimates for repairs and replacements and obtain approval prior to starting work. Repair equipment based on the diagnosed issues and repair estimate. Test drive equipment after repairs are complete to ensure mechanical soundness and to determine whether any other problems exist. File appropriate documentation on each repair.
- b. Carpentry: Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- c. Electrical: Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.
- d. Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces and maintains other appliances .
- e. Painting: Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.

- f. Grounds Maintenance: Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; spraying of herbicides, replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs.
- g. Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### MINIMUM QUALIFICATIONS:

##### Education, Training, and Experience

Preferred high school diploma or equivalent

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building and mechanic trades.

##### Knowledge of:

Methods used in maintenance including basic knowledge of the following trades: auto mechanics, small equipment repair, large equipment repair, carpentry, plumbing, painting, masonry, grounds keeping including sprinkler systems, appliance repair, and electrical wiring; maintenance of hand tools and gas-powered equipment; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building and mechanic trades; proper lifting techniques; basic math to add, subtract, multiply, and divide.

- Skill and Ability to: Effectively use a variety of hand and power tools; operate appropriate lifts as needed to perform duties of the job; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs and service requests and records; establish and maintain cooperative position with coworkers and effective working relationships with those contacted in the course of work assignments. Basic computer skills required. Must have a knowledge of tools and equipment required to conduct all repairs
- Perform repairs thoroughly and accurately
- Detail oriented and thorough, organized
- Critical thinking skills
- Troubleshooting skills
- Mechanically and analytically minded
- Physical strength and stamina, and ability to lift 50 lbs. unassisted
- Must have a willingness to work outside in inclement weather.

- Must have a willingness to work overtime as necessary to complete a task.
- Must have a willingness to work in emergency and natural disaster situations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Other Characteristics

Possession of a valid Arkansas driver's license

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

All job descriptions fall under the Department Head or Mayor's own discretion.

I have read and understand the general description of Maintenance Specialist position.

Name \_\_\_\_\_ Date \_\_\_\_\_