



CITY OF BRANSON - POSITION DESCRIPTION  
**MAINTENANCE TECHNICIAN**



Grade: 11C  
FLSA Status: Non-Exempt  
Department: Parks & Recreation

**POSITION SUMMARY:** The Maintenance Technician position involves working in the building maintenance crafts or trade areas required for maintaining parks, buildings, and City of Branson facilities. Examples of work include maintenance, construction, building and equipment repairs, preventative maintenance, mowing and maintenance of the grounds and athletic fields. The work consists of a multitude of regular or assigned tasks, which vary from day to day. This position works under the direct supervision of a Supervisor I and/or the Maintenance Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires a regular and consistent physical presence, at the approved time, in the City of Branson Parks and Recreation facilities. The duties required of this position include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
  - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
  - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
  - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
  - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
  - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
  - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal and ethical direction of supervisor(s).
3. Adhere to all policies, laws and regulations as applicable to the role and to being a citizen. Buys into the mission of the Parks and Recreation Department, and provides outstanding customer service to patrons and guests of the City. Takes great pride in all city facilities in preparation for public use.
4. Performs building and equipment maintenance duties, including rough carpentry, minor remodeling projects, plumbing, plastering, cement, painting, welding, and minor electrical repair work.
5. Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal and snow plowing.
6. Makes minor adjustments to equipment.
7. Makes building repairs, installs doors, patches concrete, performs light masonry work, builds and installs shelves, paints, repairs drywall, changes filters, and completes light carpentry.
8. Performs preventative maintenance and minor repairs on a wide variety of vehicles, mowers, utility vehicles, engines, pumps, motors, air compressors, piping, electric controls, boilers, air conditioners, and switches.
9. Replaces worn parts such as bearings, belts, wear rings, seals, shafts, sleeves, electrical breakers, contactors, relays and controls.
10. Maintains required records and forms and submits reports as required.

11. Diagnoses minor problems with equipment and determines remedial action.
12. Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment.
13. Performs maintenance with landscaping irrigation including schedules and minor irrigation repairs.
14. Performs trail maintenance including brush hogging, mulching, grading, tree trimming, and trail development.
15. Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather.
16. Measures athletic fields including soccer, baseball, and softball to accurately mark and paint fields for proper sporting competition.
17. Performs cleaning and disinfecting of parks and public buildings, pavilions and restrooms.
18. Performs cleaning of floors using mops, brooms, scrubbers and buffers.
19. Removes and picks up trash and may operate a trash truck.
20. Changes light bulbs in city buildings and parking lots as well as tennis and basketball courts and baseball fields.
21. Must adhere to, and follow, City policies and procedures at all times while at work.
22. May fill in for other positions in the Parks Maintenance Department.
23. Must adhere to and follow City and department policies and procedures at all times while at work.
24. Other duties as assigned by supervisor.

### KNOWLEDGE, SKILLS, AND ABILITIES

*\*Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of the methods, tools, and materials used in mechanical and building maintenance work.
- **Knowledge of maintenance, construction, building and equipment repairs, mowing and maintenance of the grounds and landscaping.**
- Knowledge of safety hazards and the ability to take necessary safety precautions in performing assigned duties and use of tools and equipment.
- Ability to follow directions and operate a wide variety of construction tools and equipment.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to operate commercial maintenance equipment, including mowers, tractors, and bobcat operations.
- Ability to use and perform minor repairs on equipment such as vehicles, utility vehicles, or commercial mowers.
- Ability to use or repair small/light equipment, such as power tools.
- Ability understand, speak and write fluently in English.
- Ability to operate a wide variety of construction tools and equipment.
- Ability to follow directions.

### PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fully perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee is required to stand, walk, sit, bend, twist, use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, talk and hear. The employee is frequently required to work at heights up to 20 feet and occasionally 60 feet. The employee may be required to lift, carry, push and/or pull up to 50 pounds with assistance or specialized equipment.

## WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; outside weather conditions where temperatures may be very high or very low; moving mechanical parts, and risk of electrical shock. On occasion, the employee may, while using safety equipment, be subjected to high, precarious places; tight claustrophobic spaces; fumes or airborne particles; he or she may encounter blood borne pathogens or toxic/caustic chemicals and understand the protocol for reacting quickly and effectively; roadway hazards. May encounter upset citizens. The noise level in the work environment ranges from low to moderate dependent upon work responsibilities.

## MINIMUM REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Must be at least 18 years of age.
- A High School graduate or GED equivalent is required.
- A valid Motor Vehicle Operator's license is required.

## PREFERRED EXPERIENCE, EDUCATION AND TRAINING

- At least one (1) year of experience in performing semi-skilled building, mechanical, construction, or grounds maintenance tasks is preferred.
- Valid Class B CDL license is preferred.
- National Career Readiness Certificate is preferred.

## MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must be highly engaged in the department's goals and be able to work cooperatively with the Parks and Recreation leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to those of internal or external to the department.
- Must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position
- Must be able to pass a background investigation and drug and alcohol screenings.
- Must fulfill I-9 identification requirements within the guidelines set forth by the Department of Homeland Security through the E-Verify system.