

CITY OF TUALATIN

Classification Description

Job Title: Operations Maintenance Technician
Department: Operations
Reports To: Maintenance Services Manager
FLSA Status: Non-Exempt

SUMMARY: Performs a variety of manual and routine tasks in the general maintenance of the City's facilities and vehicles; performs related work as required. Work may be performed individually after the routine is learned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Performs preventative maintenance (PM) on facilities, vehicles and equipment.

Performs minor tire repairs; changes belts, hoses, and fuel filters.

Performs cleaning, and pressure washing of facilities and equipment, including floors, windows, emptying garbage, taking care of tools etc.

Performs minor facilities maintenance or repairs; such as unclogging toilets, minor plumbing leaks, light fixtures, door hardware, room setups and cleanups, minor painting and drywall repairs, etc.

Restocks facilities supplies and assists Inventory Control Coordinator in restocking inventory, product pickup and deliveries.

Removes graffiti and repairs vandalism to buildings, fences, signs and other City property.

Drives vehicles to various facilities within the City including occasional pickup and deliveries outside of the City limits.

Occasionally uses computer to generate work orders and communicate with customers.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes information; Uses intuition and experience to complement work assignments.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget under general guidance of Supervisor; Conserves organizational resources.

Customer Service - Responds promptly to customer needs. Responds to requests for service and assistance.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Exhibits sound and accurate judgment; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Planning/Organizing – Generally does not plan or prioritize work, receives direction from others; Uses time efficiently.

Problem Solving – Generally identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully and with the help of Supervisor; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures. Receives guidance from Supervisor for appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and occasional written notes. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Computer Skills: Ability to operate a personal computer and related software programs.

Certificates, Licenses, Registrations: Must possess a valid Oregon driver's license, with a good driving record. Must possess, or be able to obtain within six months, first aid and CPR certification.

Mathematical Skills: Basic mathematical skills, including addition, subtraction, multiplication, and division.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions. Ability to deal with minor problems.

EDUCATION and/or EXPERIENCE: High school diploma, GED, related experience or training, or equivalent combination of education and experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment 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 regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is frequently required to walk and climb or balance. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, minor risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud.