
JOB TITLE:	MAINTENANCE SPECIALIST I
DEPARTMENT:	PUBLIC WORKS
REPORTS TO:	DIRECTOR OF PUBLIC WORKS
POSITION NUMBER:	W44000-06, W44000-07, W44000-08
STATUS:	NON-EXEMPT

POSITION SUMMARY

This position performs a variety of unskilled tasks related to the maintenance and repair of all city property and systems. The incumbent in this class is trained on an on-going basis in the use of all equipment within the department. Work is directly supervised both in progress and upon completion by the Maintenance Foreman.

MAJOR DUTIES AND RESPONSIBILITIES

- May operate a variety of light equipment and vehicles in maintenance and repair jobs
- Repair roads and rights of way; loads trucks, spreads gravel and rock, patches potholes, sweeps work site
- Clean sidewalks, curbs, gutters, and storm water drains
- Remove bent signs, cuts up and removes fallen trees, or other debris
- Perform a variety of landscaping activities such as mowing lawns, weed-eating, edging, trimming bushes, spraying insecticide, and planting trees, bushes and grass.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of work practices relating to the maintenance and construction of municipal facilities such as streets, sewers, water lines and landscaped areas; landscape maintenance practices; common construction and maintenance hand tools, equipment and materials; basic mechanical principles; proper procedures for working safely with hand tools and motorized equipment. Knowledge of irrigation systems. Ability to understand and follow oral and written instructions; lift and move heavy loads; drive a dump truck or like vehicle requiring comparable skills; operate pneumatic and power tools and other light power equipment as required for performance of the duties. Perform skilled tasks in the construction and maintenance of public works, parks and building facilities; communicate in a courteous manner with the public; work independently exercising good judgment and

(Maintenance Specialist I – continued)

initiative. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

High school diploma or GED

One (1) year professional-level experience in construction or maintenance work, including operation of light power-driving equipment

Valid Georgia Driver's License – Class B and a safe driving record must be maintained during employment

The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace