



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Maintenance Technician

DEPARTMENT: Parks and Recreation

RATE CLASS: Hourly Employee – Full Time

REPORTS TO: Parks and Recreation Director, Maintenance Supervisor

SHIFT: Monday – Friday schedule, some overtime required, rotating on call 7 days a week
(May be changed at the discretion of the City of Freeport)

EDUCATION: High School Diploma or GED required. Must have a Texas C Driver's License, CDL and Electrical License preferred, five (5) years experience in HVAC, plumbing experience desirable

JOB SUMMARY:
This position is responsible for the day to day operations in performing general maintenance of city facilities.

SPECIAL SKILLS: Must have good comprehension and communication skills. Must be a quick learner and be able to apply self to task at hand. Must be self-starting individual who follows instructions, can take charge, shows initiative to see that routine and special projects are followed through and completed in a timely manner without continuous prompting. Requires a demonstrated ability to be dependable, organized, flexible and service oriented. Expected to be available for and report to work in a dependable and timely fashion. Employees shall be physically and mentally fit every workday to carry out their job duties and responsibilities. Must be available to work over as necessary to meet deadlines and perform special projects. Be reliable and exercise good judgment while approaching, troubleshooting and problem solving projects. Able to maintain a high degree of initiative in the fulfillment of their responsibilities. An ability to facilitate positive community relations is required.

DUTIES & RESPOSIBILITIES:

- Responsible for the day to day operations in performing general maintenance of city facilities
- Maintenance and upkeep of city hall, police department, recreation center and parks department buildings including community houses, visitor's center, etc. including irrigation systems
- Order parts as needed to make repairs to city's facilities and irrigation systems
- Keep accurate records of city's maintenance using work order system

- Assist in parks operations as needed
- Operate and maintain city vehicle and equipment as required.

OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Maintenance Technician and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Job will require strenuous physical work as well as continual movement. Job assignments may require work under adverse weather and physical conditions as well as lifting and work under time constraints and in small confined areas and on top of city buildings. Travel to job sites within the city and limited travel outside the city are required. May need to operate vehicles such as a bucket truck for some jobs.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to work in a pressure environment, handling many assignments at the same time.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date