

**CITY OF MENASHA**  
Position Description

**Position Title:**                   **Facilities Technician**  
Department:                       Park Department  
Status:                               Non-Exempt  
Position Reports To:               Superintendent of Parks, Forestry, and Facilities  
Date of Description:               March 10, 2014

**SUMMARY**

This is a multi-faceted technical position with responsibility for executing installations, repairs, replacements, troubleshooting, and preventive maintenance in the following areas: electrical, HVAC, plumbing, and carpentry, within city facilities and the park system. Work is performed under the direct supervision of the Superintendent of Parks, Forestry, and Facilities.

**ESSENTIAL FUNCTIONS to include the following:**

- Perform maintenance, installation, replacement, repair, and troubleshooting for all electrical systems, indoor/outdoor lighting systems, signs, parking areas, and security lighting.
- Perform carpentry techniques and use carpentry tools to construct, alter, repair, and/or install walls, ceilings, windows, doors, gutters, locks, etc.
- Perform preventive maintenance inspections and repairs to City facilities and parks.
- Monitor and perform non-licensed maintenance of plumbing systems, to include standard repair of leaking fixtures, cleaning obstructed waste lines, installing water coolers, and /or performing non-technical modifications to plumbing and water supply systems; assist licensed plumber as appropriate.
- Assist in the repair/maintenance of the pool filtration, chlorinating system, and related equipment.
- Assist in maintaining the pool water quality through proper testing procedures and application of necessary chemicals, e.g. maintain water temperature, water pH, and chlorine content.
- Assume duties of the Facilities/Pool Technician in his/her absence.
- Operate construction/grounds equipment; e.g. back-hoes, dump trucks, loaders, mowers, tractors, snow removal equipment, chain saws, etc.
- Perform various park/facilities maintenance tasks including mowing, cleaning shelter/restrooms, and litter control, and other duties as assigned.

**POSITION REQUIREMENTS/QUALIFICATIONS**

Requires a high school diploma or equivalent, and post high school education including the necessary training to have attained a journeyman electrician license, and a minimum of two years of experience performing facilities maintenance work, or a combination of training and experience which provides the follow knowledge, skills, and abilities:

- Knowledge of Power Distribution Systems: 480V / 3Ø-208V / 120V / 1Ø.
- Knowledge of electrical systems, methods, electrical codes and regulations along with mechanical aptitude.
- Knowledge of precautions necessary to work safely with any electrical system.
- Knowledge of arc-flash requirements.
- Knowledge of occupational hazards and safe working practices.

- Strong understanding of International Building Codes and NEC.
- Ability to diagnose and repair electrical/mechanical problems with equipment within the city facilities.
- Ability to operate a variety of park maintenance equipment and light construction equipment with minimum training; including back-hoes, trucks, loaders, etc.
- Working knowledge of HVAC systems, plumbing, and carpentry.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective communications with fellow employees, and the public in a courteous and tactful manner.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possess a State of Wisconsin Journeyman Electrician Certificate.
- Possess a valid Wisconsin Driver's License, with a good driving record.
- Have, or obtain within three months of the date of hire, a valid Wisconsin Class B, Commercial Drivers License with air brake endorsement.
- Have, or obtain within one year of the date of hire, an Aquatics Facilities Operator (A.F.O.) certification, or equivalent knowledge and previous primary work experience in a pool maintenance operation setting.
- Have, or obtain within one year of the date of hire, the sixteen hour operations and maintenance training certificate for asbestos removal.

### **PHYSICAL DEMANDS**

The physical demands described herein 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 sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to withstand a variety of temperatures, weather and working conditions.
- Overtime may be required.
- Ability to lift 50 pounds on a regular/occasional basis.

### **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.