

CITY OF HELENA



Position Title: Parking Sr. Maint. Tech

Department: HPC

Position #: 13105

Grade: PC7

EEO Category: (08) Service Maint

FLSA: Non-exempt

EEO Function: (15) Other

Work Comp Code: 9410

DEFINITION

This person is responsible for the daily tasks delegation, communications, coordination, scheduling and problem solving for all maintenance activities and personnel in the HPC district. The position will work directly with two full-time maintenance staff, seasonal and on-call staff, office staff, and will have extensive contact with the public, residents, customers, business and property owners, city staff and visitors. The Field Coordinator works directly with the BID Operations Manager and Executive Director and is responsible for executing tasks and/or assignments delegated or directed by either the BID Operations Manager and/or the Executive Director.

SUPERVISION RECEIVED

BID Operations Manager and/or the HPC Executive Director

SUPERVISION EXERCISED

This lead working position will exercise basic scheduling, task coordination, technical and functional oversight of two full-time maintenance staff, seasonal and on-call staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee light construction projects and coordinate with outside contractors and city departments.

Direct the training of seasonal and on-call maintenance staff and assist in the training of new Parking Control Officers, Ramp Cashiers and Office Staff.

Ensure all maintenance staff adheres to the proper methods and compliance with the safety standards and personnel policies in accordance to the City of Helena and of the HPC.

Assist the BID Operations Manager and the Executive Director with the design, budgeting and implementation of a detailed Scheduled Maintenance Program for all preventative maintenance and upkeep of all HPC properties, equipment, signage and vehicles.

Initiate work independently and/or collectively; manage multiple projects and programs simultaneously and delegate tasks to others effectively.

Help design and implement a flexible parking management plan, enforcement and signage program throughout the district.

Oversee the repair and/or replacement of mechanical meters, lot boxes, pay stations, gate arms, ticket spitters, computer equipment and parking software.

Ensure all parking facilities and their equipment are operating properly, opened and closed on-time and maintenance staff responds to equipment failures in a timely manner, communicate and coordinate the status to PCOs and Office Staff..

Participate in and ensure the snow removal and winter maintenance plan is enacted for HPC facilities and properties when weather dictates such action.

Coordinate and dictate property needs and priorities with snow removal contractors to ensure they are completed to HPC standards and complete in a timely manner.

Maintain sufficient inventory and snow removal equipment is operating properly to avoid unnecessary delays.

Important & Essential Duties cont.:

Assist in and ensure that routine maintenance duties are completed as assigned and to HPC standards including but not limited to cleaning, sweeping, shoveling, plowing, fixing, replacing and improving: lots, ramps, elevators, stairs, doors, windows, bathrooms garbage collection, painting, power washing, lighting, signage, weed control, landscape areas and fencing.

Ensure at least two maintenance staff collect and secure money from parking meters, pay stations, lot boxes on a scheduled basis; deliver these monies to the HPC business office for counting, recording and depositing the funds at the assigned bank.

Serve as the lead staff to perform PCO enforcement duties on an on-call, booting or a complaint basis.

Serve as the primary maintenance contact for after hours emergency and non-emergency situations.

Assist the Downtown Helena, BID and City Staff with traffic control for special events, emergency and non-emergency situations, and the transportation and set-up of heavy equipment, stages and awnings.

Maintain and organize a safe and functional work and storage areas.

Assist the BID Operations Manager and Executive Director in the development, management and implementation of a comprehensive annual maintenance plan and operating budget.

Implement projects according to the maintenance work plan with appropriate city staff, government agencies and/or private contractors.

Attend and participate in all HPC management, staff and maintenance meetings as required.

Maintain and account for basic inventory and supplies needs for the field offices and staff break areas.

Assist with other duties as assigned by the BID Operations Manager and/or Executive Director and ensure reasonable responses to requests from the business office staff and emergency situations.

Coordinate extensive public contact with businesses, customers and general public on the parking rules, regulations, policies and construction projects within the district.

Serve as the designated safety representative to ensure all HPC staff receive the opportunity for additional training and knowledge to do their job in a more safe and efficient manner.

Work directly with BID Operations Manager and Executive Director to ensure the HPC is abiding by the ADA Standards and conditions within all HPC properties and facilities.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

Serve as the designated safety representative to ensure all HPC staff receive the opportunity for additional training and knowledge to do their job in a more safe and efficient manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General principles and practices of personnel management.

Principles and practices of vehicle repair and maintenance.

Knowledge of cont.:

Proven knowledge of maintenance methods, practices and principles including in the areas of carpentry, plumbing, electrical, concrete work, painting, snow removal, landscaping, weed control, irrigation systems, computers, vehicles, specialized equipment and vehicles, small engine repairs and janitorial.

Professional standards for record keeping, documentation, basic principles of budget preparation and management, basic mathematical principles and inventory control.

Bidding procedures, budgeting, scheduling and cost controls in coordination with the BID Operations Manager and the Executive Director.

Valid Montana Drivers License and the ability to operate a manual and automatic vehicles, 4-wheel drive, ATV, power equipment and tools in a safe manner.

Occupational hazards and standard safety practices necessary in the area of vehicle, equipment, and facility maintenance.

Skill to:

Respond to, resolve and report public conflicts/complaints/concerns; politely and professionally handle angry individuals on behalf of the HPC.

To operate and train in the safe use of a variety of vehicles, equipment and power tools used by the maintenance staff to maintain, repair or replace within the HPC properties, facilities and landscape areas. Equipment is not limited to sweepers, blowers, power washers, snow plow, saws, mowers, trimmers, lifts, welders and a wide variety of hand and power tools.

Strong organization and communication skills both written and verbal.

Work cooperatively and creatively in a positive manner to seek viable and feasible solutions to problems, and projects in a team environment to resolve the situation(s).

Operate and use computer, basic software, telephone and digital camera.

Ability to:

Strong people skills with the ability to effectively communicate and work as an individual or in a team environment.

Learn, interpret, and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions of the HPC.

Establish, maintain and foster positive and harmonious working relationships with the public, management, city departments and co-workers.

Learn the local geography and locations within the City of Helena including streets, building addresses and park locations.

Physical Demands & Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, wind, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three to Five years of vehicle maintenance and repair, electrical and mechanical repair, construction or project management, facility maintenance, parking management or related work and/or educational training.

Training:

Parking Enforcement and Management; Building Safety Requirements and ADA Codes;
Construction or Project Management; Facility Maintenance

License or Certificate:

Valid Montana Drivers License with an acceptable driving record.; Ability to earn Weed Spraying
Certification

After reading this job description, would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____

Effective Date: October 2008