

CITY OF HELENA - Helena Parking Commission



Position Title: Maintenance Tech I **Department:** HPC
Position #: 5501 **Grade:** PC1
EEO Category: (08) Service Maintenance **FLSA:** Non-Exempt
EEO Function: (15) Other **Work Comp Code:** 9410

DEFINITION

Under direction, to perform a variety of skilled and semi-skilled duties involved in the maintenance and repair of Parking Commission vehicles, facilities, and equipment in order to assist in meeting the needs of parking customers, merchants, employees, residents, and visitors.

SUPERVISION RECEIVED

BID Operations Manager and Executive Director

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level and seasonal staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain Parking Commission vehicles; perform scheduled tune-ups, oil changes, and scheduled maintenance; notify management of need for major repairs.

Maintain key inventory of Parking Commission property and equipment.

Dismantle defective mechanical meters and equipment; install new or repaired parts using hand tools.

Check meters and permits ticket machines daily to ensure they are in working order; record next effective ticket number for ticket monitoring purposes.

Inform Parking Control Officers of defective meters/ticket machines to avoid inappropriate issuance of fines.

Perform a variety of duties for the parking areas to control snow and problems associated with winter weather; clean snow and debris from sidewalks and stairs; spread sand or melting salts/chemicals on parking ramps, sidewalks, stairs, and parking lots; strategically place sand barrels in parking lots; blow out water from pipes to winterize sprinkler systems.

Perform a variety of maintenance duties for parking lots and ramps including cleaning parking lots, ramp, elevator, and stairs, dumping garbage cans as needed, completing painting, repairing plumbing in the parking ramp bathrooms, changing lights in the parking ramps, and other maintenance duties as needed; re-stripe the parking lot areas as needed.

Perform a variety of landscaping duties in ramp and parking lot areas including planting shrubs, trees, and plants, replacing bark, and installing and repairing fencing.

Collect money from parking meters or lot boxes on a scheduled basis; deliver money for counting and recording.

Important & Essential Duties cont.:

Check fire extinguishers on a scheduled basis.

Assist in the development and monitoring of a small tool inventory budget; maintain tool inventory and a clean work area.

Oversee major construction or projects under contract by an outside source.

Occasionally patrol and enforce parking policies; serve as a Parking Control Officer or Parking Ramp Cashier as

needed.

Coordinate with City of Helena staff and assist with traffic control or traffic direction during parades or special functions.

Purchase supplies; pick up and deliver equipment, tools, and supplies.

Maintain equipment issued by the Parking Commission including hand held radio, badge, tools, and other equipment.

Respond to and resolve difficult inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Maintenance methods, practices, and principles including in the areas of light carpentry, plumbing, painting, and janitorial.

Principles and practices of vehicle repair and maintenance.

Principles and procedures of record keeping and reporting.

Basic principles of budget preparation and control.

Basic mathematical principles

Knowledge of:

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

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a variety of tools and equipment used in the maintenance of parking lots, facilities, and machinery including portable radios, mechanical equipment, and industrial items.

Operate a motor vehicle safely.

Ability to:

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

park locations.

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

Identify needed repairs and create a work plan to complete the repairs in a timely manner.

Perform parking enforcement duties involving the use of independent judgment and personal initiative with firmness and tact.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, 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:

Two years of vehicle maintenance and repair, minor electrical and mechanical repair work, or related experience involving public contact.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance and repair work or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Montana driver's license.

Revised: Sept. 2008

Effective Date: January 1999