



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Facilities Maintenance Technician
<b>DEPARTMENT.....:</b>	Public Works
<b>DIVISION.....:</b>	Criminal Justice Complex
<b>CLASSIFICATION/GRADE.....:</b>	Facilities Maintenance Technician/106
<b>REVISED.....:</b>	04/2011
<b>REPORTS TO.....:</b>	Operations Supervisor
<b>REVIEWED.....:</b>	04/2011
<b>WAGES.....:</b>	Hourly

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### **SUMMARY:**

Performs various aspects of maintenance to government buildings under the direction of the Mechanical Maintenance Supervisor.

### **BASIC FUNCTIONS:**

1. Must be able to use all types of hand-tools, power-tools, and metering devices in order to maintain equipment and buildings.
2. Performs maintenance on government buildings by repairing HVAC systems and maintaining preventive maintenance schedules.
3. Performs plumbing, electrical, carpentry, and various other repairs to government buildings and maintains preventive maintenance schedules as directed.
4. Must be able to complete work-orders as assigned and report back to supervisor any problems or other repairs that may be required.
5. Will be required to install and remove various lighting and electrical components utilized for different functions throughout the parish. This will be under the direction of the mechanical maintenance supervisor.
6. Must be able to follow departmental safety procedures.
7. Performs miscellaneous duties as assigned.

### **OTHER REQUIREMENTS:**

1. Must possess a valid Class "E" Louisiana Driver's License.
2. Must have the ability to read equipment manuals and blue prints.
3. Must have the ability to fill out paperwork to order materials.
4. Must have the ability to figure out formulas to adjust equipment.
5. Must have the ability to utilize multi-meter.
6. Will be required to adhere to Personnel Policy & Procedure Manual.

### **EDUCATION/EXPERIENCE:**

1. Must have a high school education.
2. Must have thorough knowledge of building maintenance and cleaning.
3. Must have familiarity with heating and cooling equipment.
4. Must have the understanding of electrical and motorized equipment.
5. HVAC certification is desired.