



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Facilities Maintenance Technician (Part-Time)
DEPARTMENT.....:	Planning and Zoning
DIVISION.....:	Auditoriums, Museums, and Main Street
CLASSIFICATION/GRADE.....:	Facilities Maintenance Technician/106
REVISED.....:	08/2020
REPORTS TO.....:	Cultural Resources Manager/Main Street Manager
REVIEWED.....:	08/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Performs various aspects of maintenance to government buildings, facilities, public spaces under the direction of the Cultural Resource Manager/Main Street Manager.

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 regular landscape and grounds maintenance, cleaning, and upkeep including basic pest control.
3. Performs plumbing, electrical, carpentry, and various other repairs and small projects to government buildings, facilities, and public spaces and maintains preventative 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 downtown area.
6. Must be able to follow departmental and Parish 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 blueprints.
3. Must have the ability to fill out paperwork to order materials.
4. Must be able to climb ladders to perform certain tasks along light poles, etc.
5. Assist with placing, removing, and storing holiday decorations.
6. Must keep good work ethics.
7. Will be required to adhere to Personnel Policy & Procedure Manual. oral instructions.

EDUCATION/EXPERIENCE:

1. Must have high school education.
2. Must have thorough knowledge of building maintenance and cleaning.
3. Must have a basic understanding of electrical and motorized equipment.
4. Must have understanding of landscape maintenance and grounds keeping equipment.
5. IBC Building Inspector certifications are preferred.