FIELD TECHNICIAN I

Public Works | Transit

JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Field Technician I is responsible for performing a variety of maintenance, repair, cleaning, and groundskeeping duties to support the safe, efficient, and professional operation of the public transit system.

JOB OVERVIEW

PAY TYPE
Non-Exempt (Hourly)

SCHEDULE
Monday to Friday

SHIFT
7 a.m. to 4 p.m.

LOCATION
Transit Department

REPORTS TO
Transit Maintenance Supervisor

PHYSICAL DEMANDS
Lift over 50 lbs. (heavy)

WORK ENVIRONMENT
Performs both indoors and outdoors in maintenance shops, transit facilities, bus stations, and public rights-of-way, requiring exposure to varying weather conditions, traffic, noise, dust, moving equipment, and other conditions associated with transit maintenance and groundskeeping operations.

EMERGENCY EVENTS
May be required to work during emergency events.

REQUIREMENTS
Valid Louisiana Class E Driver's License

In this role, the incumbent will be responsible for maintaining transit facilities, bus stops, passenger shelters, signage, benches, vehicles, equipment, and related amenities to ensure a clean, safe, and welcoming environment for transit passengers and employees.

JOB DUTIES

- Maintain, repair, and perform routine upkeep on transit system assets, including passenger shelters, benches, signs, poles, trash receptacles, and other transit amenities.
- Inspect transit maintenance equipment, tools, and vehicles to ensure they are fueled, operational, and safe for use.
- Install, relocate, replace, and remove transit infrastructure, including shelters, benches, signage, and other passenger amenities.
- Install, remove, replace, and repair advertising displays and transit advertising signage as assigned.
- Perform preventative maintenance activities and assist the Maintenance Supervisor in completing scheduled preventive maintenance work orders.
- Clean, wash, paint, and perform minor repairs to transit facilities, bus stations, passenger shelters, maintenance buildings, and related infrastructure.
- Maintain the appearance and safety of transit properties by removing litter, emptying trash receptacles, controlling vegetation growth, and keeping facilities free of hazards.
- Mow grass, trim vegetation, and use landscaping equipment to maintain bus stops, transit stations, and surrounding areas.
- Clean and maintain the interior and exterior of transit vehicles, including buses and support equipment.
- Operate and maintain tools and equipment such as blowers, weed eaters, shovels, grabbers, hand tools, and other maintenance equipment.
- Perform minor mechanical repairs and report equipment deficiencies requiring further maintenance.
- Pick up and transport maintenance supplies, warehouse orders, equipment, tools, and materials from vendors and other designated locations.
- Maintain a clean, organized, and safe work environment within maintenance facilities, storage areas, and job sites.
- Assist with shop maintenance and housekeeping activities.
- Lift, carry, move, and manipulate heavy materials, equipment, tools, and supplies required to perform assigned duties.
- Follow established safety procedures, use appropriate personal protective equipment, and participate in all required safety meetings and training programs.
- Complete all required training, including Prevention, Drug and Alcohol Awareness, Limited English Proficiency (LEP), Bloodborne Pathogens, Customer Service, and other assigned training.

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JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- Leadership Skills: Ability to demonstrate accountability, promote safe work practices, take initiative in addressing maintenance needs, and serve as a positive example of professionalism and teamwork.
- Time Management: Ability to effectively prioritize multiple maintenance tasks, respond to service needs promptly, and complete assignments within established schedules and deadlines.
- Analytical Skills: Must be able to identify maintenance deficiencies, evaluate equipment and facility conditions, troubleshoot minor problems, and determine appropriate corrective actions..
- Communication Skills: Strong communication skills to clearly communicate maintenance needs, work progress, safety concerns, and operational issues with supervisors, coworkers, vendors, and the public.
- Organizational Skills: Ability to maintain accurate control of tools, equipment, materials, and work assignments while ensuring work areas remain clean, orderly, and safe.
- Technical Skills: Ability to safely operate maintenance equipment, power tools, landscaping equipment, and transit-related assets while performing repairs, installations, preventative maintenance, and facility upkeep.
- Qualifications:
    - High school diploma or GED certification preferred.