



CITY OF BUNNELL

Job Title:	Maintenance Technician Trainee	Job Category:	Maintenance
Department/Group:	Utilities Department	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:		Position Type:	Full Time, Non-Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	winniecostello@wdb-fvc.org		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: bharkins@bunnellcity.us Fax: 386-437-7503 Attention: HR Department RE:		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to Department Director.</p> <p>This position repairs and maintains lift stations and mechanical equipment such as meters, valves, plant lines, and other equipment related to the utility department by performing the following duties.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Duties:</p> <ul style="list-style-type: none"> • Observes mechanical devices in operation and listens to their sounds to locate causes of trouble. • Dismantles devices to gain access to and remove defective parts. • Examines form and texture of parts to detect imperfections. • Inspects used parts to determine changes in dimensional requirements. • Adjusts functional parts of devices and control instruments. • Repairs or replaces defective parts. • Installs special functional and structural parts in devices. • Lubricates and cleans parts. • Starts devices to test their performance. • Initiates purchase order for parts and machines. • Repairs electrical equipment. • Responds to emergency maintenance calls on equipment. • Maintains a log of all work done. 			



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- Purchase supplies for equipment maintenance.
- Checks the lift stations.
- Replaces water meters as needed.
- Operate Gate Valves.
- Any other duties assigned by the Department Director and/or designee.

Knowledge/Skills/Abilities:

- Ability to analyze and synthesize complex or diverse information; uses intuition and experience to complement data.
- Ability to design and generate creative solutions; translates concepts and information in images;; demonstrates attention to detail
- Ability to solve problems by identifying and resolving problems in a timely manner; gather and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations/ uses reason even when dealing with emotional topics.
- Completes projects on time and on budget.
- Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Balances self and individual responsibilities; gives and welcomes feedback; puts success of team above own interests; supports everyone's efforts to succeed.
- Builds commitment and overcomes resistance.
- Accepts feedback from others.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Demonstrates knowledge of EEO policy; sows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organization values.
- Follows polices and procedures; completes administrative tasks correctly and on time; supports organizations goals and values,; benefits organization through outside activities.

Educational Requirements:

- High School or GED equivalency.

Skills/Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memorandums.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills:

- Knowledge of electrical wiring.



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- Ability to operate heavy machinery
- Knowledge of safety and plumbing.

Professional Licenses:

- Must possess a valid Florida Driver's License
- Distribution License, Preferred

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is frequently required to stand, walk, sit, stoop, kneel, crouch or crawl; talk or hear and taste or smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, and outside weather conditions.
- Work involves walking, climbing stairs, twisting, turning, lifting heavy items (up to 50 pounds), digging, shoveling, and manually operating gates and valves, as well as exposure to noxious fumes, chemicals and noise.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	