



Job Title: Building and Equipment Maintenance Specialist

Department: Huntington Municipal Parking Board

Salary Range: \$14.64-\$16.55

Job Description: see below

Candidates may apply in person at City Hall, HR Office, Room 14, or access the online application via the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications will be received through the close of business on Friday, February 4, 2022.
EOE/M/F/H

BUILDING AND EQUIPMENT MAINTENANCE SPECIALIST

Job Category: AFSCME Bargaining Unit
Department: Municipal Parking Board

Job Code No.: HMP-05
Pay Grade: C9
FLSA Status: Nonexempt

NATURE OF WORK

This is skilled and semi-skilled work performing maintenance and repair tasks for the Huntington Municipal Parking Board.

Work involves the performance of a variety of skilled and semi-skilled tasks below the journeyman level in the maintenance and repair of equipment, machinery, buildings, parking lots and parking meters. The employee is required to have attained a sufficient degree of skill to do general maintenance and repair work in more than one (1) of the mechanical or building trades. Work may also involve general custodial duties and occasionally supervising semi-skilled or unskilled workers. Work is performed under the general supervision of the HMPB Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of tasks of a skilled and semi-skilled nature requiring the manual use of tools; cleans, greases, paints and makes minor repairs to machinery, gears and other appurtenances; operates street sweeper and maintains repairs on the same.

Maintains and repairs electrical equipment and appliances.

Maintains and repairs heating and cooling systems.

Performs carpentry, masonry, painting or plumbing tasks of the sub-journeyman level; repairs and lubricates machinery.

Repairs and maintains parking equipment; shovels snow.

Maintains inventory of supplies needed for maintenance, repair and janitorial work.

May also act as parking lot/garage attendant or meter collector.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED; minimum of two (2) years of experience in one (1) or more of the mechanical and building trades below the journeyman level; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the standard practices, methods, materials and tools of a variety of the mechanical and building trades.

Knowledge of the occupational hazards and safety precautions of a variety of the mechanical and building trades.

Skill in the use and care of general maintenance and repair tools and equipment.

Ability to work outdoors in all weather conditions.

Ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships with employees and the general public and to deal with problems courteously and tactfully.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

Journeyman Electrician's license from State of West Virginia.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, street sweeper, shovel, air compressor drill, hand and power tools and two-way radio.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell.

The employee may occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions.

The noise level in the work environment is usually moderately loud.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.