



## Maintenance Technician Job Description

**Job Title:** Maintenance Technician  
**Department:** Conservation  
**FLSA Designation:** Non-Exempt  
**Reports to:** Conservation Director  
**HR Approved:** Lisa Seddon April 2024

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### Job Summary

Primarily maintenance-oriented including, but not limited to park and campground maintenance and upkeep, equipment maintenance, construction or repair of new and existing facilities, trail maintenance, invasive species removal, wildlife management-controlled burns. Work will involve but is not limited to the operation of trucks, tractors, trailers, skid loader, UTV's and various agricultural equipment and hand and power tools. Work will require excellent communication skills for interacting with coworkers and the public.

### Essential Functions and Responsibilities

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Repair and maintenance of all building and facilities including construction, framing, carpentry, plumbing, electrical, roofing, metal work and fabrication, welding, painting, concrete work, cleaning buildings and safety inspections.
- Grounds maintenance including mowing, tree trimming and felling, trenching, fire ring maintenance, electrical box and water hydrant repairs, hauling and spreading granular material for roads/parking lots, plowing snow, removing litter, trail maintenance, playground maintenance/inspection logs, spraying weeds and ordering and picking up supplies.
- Operates various types of vehicles, equipment and tools to perform duties, performs maintenance to equipment, including but not limited to; changing oil and coolants, replacing filters, lubricates, lights, drive train maintenance, sharpening/changing blades and cleaning vehicles.

### **Minimum Education and Experience Required to Perform Essential Functions**

High school diploma or GED with five (5) years of experience in a related field that provides the required knowledge, skills and abilities to perform the essential job functions OR a B.S., B.A. or A.A.S. degree in a natural resource field from an accredited college/university with one (1) year of experience OR a degree from an accredited construction trades school with three (3) years of practice work experience.

Knowledge of conservation principles and practices, able to work independently, ability to operate all kinds of trucks, tractors, loaders, and specialized machinery such as tree spades, tree planters, seed drills, seed planters, and stumpers. Experience in woodworking, carpentry, building construction, welding, plumbing drywall and electrical work is preferred.

Ability to establish and maintain effective working relationships with coworkers and the general public, and ability to receive and follow instructions from supervisor.

### **Certificates, Licenses, Registrations**

- Must possess a valid Iowa Driver's License.
- Must acquire S130/S190 prescribed wildland fire certification within one (1) year of employment.

### **Mental and Physical Competencies Required to Perform Essential Functions**

#### **Language Ability**

Ability to read, analyze, and interpret blueprints, reports, technical instructions, and governmental regulations. Ability to read and understand equipment and appliance procedural and repair manuals.

#### **Mathematical Skills**

Ability to calculate figures, including fractions. Ability to apply concepts of basic algebra and geometry. Must be able to use and read basic construction measurement tools such as tape measurers, rulers, framing and T-squares, etc.

#### **Cognitive Demands**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Physical Demands**

Work is normally performed outdoors in a variety of weather conditions. Outdoor work involves bending, reaching, standing, walking over rough terrain, working with chemicals, lifting, and carrying objects weighing up to 80 lbs., utilizing hand and power tools, maintaining and repairing equipment (i.e. tractors, implements, lawn mowers, chainsaws, etc.), grasping and turning objects, and ability to focus on both large and small objects. Must be able to wear heavy protective clothing when conducting controlled wildlife burns.

#### **Environmental Adaptability**

Work is normally performed outdoors so the employee is exposed to weather conditions prevalent at the time, including but not limited to, heat, cold, rain, snow, wind and dust. The employee may be exposed to moving machinery, fumes and gases. The noise level in the work environment can range from quiet to loud.

**Equipment Used**

Pickup Trucks, Tractors w/Buckets, Trailers, Skid Steer Loader, Front Mount, Mowers, Trimmers, Various Hand Tools, Various Power Tools, Chainsaws, UTV's, Boats/Outboard Motors, Computer, Printers, Calculator, Internet Services, Telephone

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature Date

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Department Head Signature Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.**