

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** General Services Tech  
**Department:** General Services  
**Shift:** Regular 40 hours, 24-hour call (Weekend Work Hours-  
Wednesday-Sunday 8am to 5pm Days Could Vary)  
**Pay Plan:** Level 9 @ \$16.26/HR  
**Exempt:** No  
**Reports To:** Director of General Services  
**General Direction From:** Director of General Services/GS Supervisor  
**Position Closes:** **POSITION OPEN UNTIL FILLED**

### PURPOSE & NATURE OF JOB

This is skilled and unskilled work in the performance of tasks involving manual labor. The work involves the performance of tasks of a heavy manual nature.

### ESSENTIAL DUTIES

Will be responsible for collecting Recyclables from City Buildings. Will be responsible for routine maintenance of the grounds and buildings belonging to the City of Aztec as assigned by the General Services Supervisors including cleaning restrooms and weekend operation of the parks and of the Splash Park during the season. Cleans and maintains landscaped areas. Performs light building maintenance, painting and general repairs. Cleans up around facilities. Loads and unloads trucks of various materials. Installs and maintains sprinkler and irrigation systems. Both hand and mechanical snow removal during inclement weather.

### RESPONSIBILITIES

**Supervision:** n/a  
**Public Contact:** Contacts with people and/or managers regarding routine technical matters  
**Budget:** n/a  
**Other:** As directed.

### GENERAL INFORMATION

The duties/responsibilities listed 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.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass pre-employment physical and drug screen.
  - Must have a valid driver's license.
  - May be subject to random drug/alcohol testing as per city policy.
  - Must be physically capable of heavy manual labor and heavy lifting, sometimes under unfavorable weather conditions.
- Must be available during emergencies.

**Education:** High School Diploma or G.E.D equivalent.

**Experience:** One year's training or experience in ground/building maintenance is preferred. Custodial experience preferred.

**Knowledge:**

**Certificates/Licenses:** N/A

**Recertification:** N/A

**Use of Tools and/or Equipment:** Tractors, pickup trucks, flat bed trucks, backhoe, riding and manual lawn mowers, power and hand tools, weed eaters, chainsaw, air compressor, jack hammer, propane torch, trencher, quickie saw, tamper, electric drills and saws.

## WORK ENVIRONMENT

**Physical Demands:** Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (80 lbs.) pushing, pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity is required.

**Hazards:** Daily exposures to hazardous work conditions.

**Exposures:** Prolonged and frequent exposure to weather, herbicides, fertilizer, fungicides, insecticides, gravel, water, dirt, grass, topsoil, sand, paint, paint remover; gasoline, oil, diesel and other job-related products. Irrigation controllers, valves, PVC pipe, glue & solvent, or severe outdoor weather conditions. Recurring conditions which involve chance of injury.