



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Building Maintenance Technician  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Pollution Control - Collection  
**CLASSIFICATION/GRADE.....:** Crew Leader/107  
**REVISED.....:** 09/2020  
**REPORTS TO.....:** Sewerage Superintendent - Collection  
**REVIEWED.....:** 09/2020  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Under the direct supervision of the Collection Sewerage Superintendent, Crew Leader performs the tasks of a carpenter, concrete finisher, mason, and welder. Also performs duties of a Pump Station Operator and Laborer as needed. Works independently with little to no supervision and supervises Equipment Operators and Laborers as needed.

### **BASIC FUNCTIONS:**

1. Performs general building repairs and renovations including carpentry, painting, plumbing, concrete construction, and masonry, etc.
2. Performs all welding for division.
3. Supervises all grass cutting and levee maintenance activities for division.
4. Schedules maintenance of grass cutting equipment and vehicles.
5. Inspects collection system for proper operation and performs minor repairs as needed.
6. Assists pump and line crews as needed and supervise crews in absence of supervisory personnel.
7. Operates equipment in a safe and efficient manner.
8. Performs general maintenance and repair on assigned equipment in conjunction with established maintenance schedules and on an "as needed" basis.
9. Prepares material list and purchases items needed to complete assigned tasks.
10. Adheres to all safety rules and regulations.
11. Must be willing to work overtime including nights, weekends, and holidays and in other areas of division as needed.

### **OTHER REQUIREMENTS:**

1. Thorough knowledge and experience in general construction, building maintenance and renovations.
2. Thorough knowledge and experience in the operation and maintenance of assigned equipment.
3. Knowledgeable in the operation of the wastewater collection system.
4. Knowledgeable of TPCG purchasing procedures.
5. Must have experience in metal fabrication including fitting, welding and torch cutting.
6. Knowledgeable of occupational hazards and necessary safety precautions for safe completion of task and operation of assigned equipment.
7. Must be capable of instructing assigned personnel in the safe and proper performance of assigned duties.

8. Ability to perform minor maintenance and repair and to service assigned equipment.
9. Ability to perform laboring tasks related to maintenance, repair, and minor construction work.
10. Ability to read and interpret moderately complex written and oral instructions.
11. Ability to communicate with the general public in a professional and courteous manner.
12. Must possess valid LA Chauffeurs Driver's License. CDL a plus.
13. Must have and maintain home telephone service for emergency call-out purposes.
14. Works indoors and outdoors to maintain wastewater collection facilities with frequent exposure to wastewater, chemicals, noise, inclement weather, and other hazardous conditions.
15. Occasional heavy lifting required, routine bending, climbing and confined space entry involved.

**EDUCATION/EXPERIENCE:**

1. High school graduate or equivalent (GED) required.
2. Minimum of 3 years' experience in building equipment maintenance or construction required.
3. Ability to attain LA DHH-OPH Wastewater Collection certification.