



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Maintenance Technician I      **LAST UPDATED:**  
**DEPARTMENT:** Public Works      **JOB CLASS:** 1242  
**REPORTS TO:** Crew Leader      **FLSA DESIGNATION:** Non-Exempt

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**Summary:** Under general supervision of a crew leader in Environmental Services, the Maintenance Technician manages the safe disposal/recycling of household chemical and electronic waste, coordinates and maintains the Product Exchange Program, and a variety of tasks such as collecting roadside litter and debris, delivery and set up of waste and recycling equipment, customer service, maintaining collection center and general maintenance work in all departmental facilities depending on assignment

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Coordinates the collection, storage and re-use, recycling, shipping and disposal of City of Frisco residential household chemical and electronic waste to meet contracted vendors' needs and Texas Commission of Environmental Quality (TCEQ) and Federal regulations
- Supervises the operations of the Environmental Services Division's Environmental Collection Center;
- Monitors Environmental Services staff while on duty at Collection Center to prevent damage, contamination, and hazardous situations, including staff's proper PPE.
- Maintains filing and record keeping systems for the Household Chemical and Electronic Waste Program to comply with (TCEQ) and Federal requirements.
- Maintains knowledge of current household chemical collection, disposal and recycling trends through site visits, trade shows, Internet information, publications and networking with other professionals in related field.
- Ensures proper documentation is shown and recorded correctly for all ECC users.
- Performs litter and debris collection and removal from city streets, greenbelts, right of ways, parks, underpasses and overpasses within City limits.
- Transports litter and debris to collection facilities, maintaining log of materials collected, and documenting actions and procedures as required.
- Delivers and sets up trash and recycling equipment, empties, cleans, and maintains roadside median trash receptacles, recycling containers at city parks and trash and recycling containers at city events.
- Delivers residential trash and recycling carts, new move in packages.
- Repaints areas in recycling center, environmental waste facilities and equipment
- Monitors recycling center to ensure correct hours of operation
- Installs and replaces signs as needed.
- Cooperates and communicates with contract service employees.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in safe operating order.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.

**Other Important Duties:**

- May travel to attend meetings and training.
- Assists in the setup, teardown, and cleanup for special events, meetings and holidays that may include some evenings and weekends.
- Attends and assists with all Chunk Your Junk and large city events including 4<sup>th</sup> of July and Merry Main Street.
- Performs other related duties as assigned.
- Must be able to work Wednesdays until 6:30pm and Saturdays from 8am-2pm.

**Required Knowledge and Skills:**

- Knowledge of general maintenance and safety compliance of all ECC equipment and storage areas.
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling and storage techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communications.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Computer skills especially Excel, Word, Trakt

**Preferred Education, Experience, and Certifications:**

- Must possess High school diploma or GED and three (3) years experience in handling and storing Household Hazardous Waste materials or equivalent combination of education and experience.
- Must possess and maintain a minimum of 40 hr HAZWOPER certification.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and motor vehicle records check.
- Must possess State of Texas CDL Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an outdoor environment subject to extreme weather conditions

**Physical Demands**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	

Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.		Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	

**Equipment and Tools Utilized:**

Equipment utilized includes hand/power tools and equipment specific to area of assignment, ladders, testing equipment, garden tools, aerosol can expellant extractor, bailer, condenser, paint can crusher, compost and recycling bins and department vehicles.

Approved By:

  
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 Jeremy Starritt, Environmental Services Manager

10/18/16  
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 Date

  
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 Shannon Allyn, HR Generalist

10/17/2016  
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 Date