



TECHNICAL SERVICES STAFF

Classification

Non-Exempt, Bargaining Unit

Reports To

Maintenance Manager

Salary Range

FT \$14.82 - \$15.74 per hour

PT \$13.98 - \$14.30 per hour

Date

January 2, 2020

Job Description

Summary/Objective

This position is responsible for repair and maintenance of the Lancaster Parking Authority facilities using skills in general construction and housekeeping. This position is responsible for troubleshooting, installing, repairing and maintaining Lancaster Parking Authority (LPA) equipment including garage equipment, parking meter equipment, vehicles and other equipment used in parking operations. Technical services employees are expected to deliver a high level of customer service to both internal and external customers while performing their assigned duties.

Essential Functions:

- Performs repair and maintenance of LPA facilities including garages, lots, and on-street parking areas using skills in general construction including concrete repair, carpentry, electrical repair, plumbing repair, basic welding, and other applicable general construction techniques.
- Performs housekeeping functions including general cleaning of facilities and trash collection.
- Performs regular preventive maintenance and routine repairs of equipment including garage equipment, parking meters (electronic and standard), vehicles and other operations equipment.
- Performs landscaping, painting, power-washing and snow removal at LPA facilities.
- Assists customers with equipment and general information.
- Provides operational support including traffic control and monitoring garage activity.
- Works in a safe manner and recognizes unsafe situations or conditions. Takes appropriate action to ensure safety of themselves and others.
- Performs other tasks as assigned.

Competencies:

- Communication – Respect & Response
- Customer Service Focus – Positive Attitude
- Ethical Conduct – Honesty & Integrity
- Productivity – Delivering Results
- Safety

Required Education and Experience:

- High School Diploma or equivalent
- Valid driver's license with acceptable driving history
- Two or more years of relevant building maintenance and repair and equipment maintenance and repair experience.



Additional Eligibility Qualifications:

- Ability to speak, read, write and comprehend the English language.
- Ability to convert military time to standard time and perform time calculations.
- Ability to perform basic mathematical skills (addition and subtraction).

Position Type/Expected Hours of Work:

This position is full-time or part-time. Weekend or evening hours may be necessary based on operational needs. Emergency call in is expected due to snow removal or other emergency operational needs.

Work Authorization/Security Clearance:

Candidate will be required to successfully pass drug screen, criminal background check and DMV records check.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

While performing the duties of this job, the employee is frequently subject to fumes or airborne particles, moving mechanical parts and vibration. The employee is frequently working in outside environmental conditions including extreme cold and heat. The noise level in the work environment can be loud.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand and walk for extended period of time; kneeling or rest on knees; use hands to finger, handle or feel; and reach with hands and arms. The job is considered as medium work. The employee may exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The employee will need to push or pull a cart uphill and downhill. The employee must be able to move agilely to avoid moving vehicles. The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

EEO Statement:

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties:

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.