

**Position Title:** Maintenance Technician  
**Department:** Public Works  
**Reports To:** Maintenance Operations Lead  
**FLSA Status:** Non-Exempt  
**Employment Type:** Full-Time

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## **Position Summary**

The Maintenance Technician performs a variety of maintenance, operational, and labor duties related to the upkeep and operation of City rights-of-way, parks, recreational facilities, municipal buildings, equipment, trails, and public spaces for the City of Ponderay.

This position works under the direction of the Maintenance Operations Lead and assists with maintaining safe, clean, and functional public infrastructure and facilities throughout the City. Duties include general maintenance, parks' upkeep, facility support, snow removal, equipment operation, and assistance with City events and recreational facilities.

This position is intended to support the City's growing operational needs while helping maintain the appearance, safety, and functionality of public spaces and municipal assets.

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## **Essential Duties & Responsibilities**

### **Pathways & Right-of-Way Maintenance**

- Assist with maintenance of City streets, sidewalks, rights-of-way, trails, and public access areas
- Perform gravel work, debris cleanup, and roadway maintenance
- Assist with snow removal, sanding, de-icing, and storm response operations
- Perform vegetation control and cleanup along public rights-of-way

### **Parks & Recreational Facility Maintenance**

- Assist with maintenance and upkeep of:
  - Field of Dreams Sports Complex
  - The Pond Ice Rink
  - City parks and recreational facilities
- Perform mowing, trimming, weed control, trash removal, and general park cleanup
- Assist with field preparation, facility setup, and seasonal transitions
- Inspect parks and recreational areas for maintenance or safety concerns

## **Municipal Building & Facility Support**

- Assist with maintenance and minor repairs to City Hall, Police Department, and municipal buildings
- Help maintain the cleanliness, organization, and functionality of public facilities
- Assist with facility setup and takedown for events, meetings, and community activities

## **Equipment Operation & Maintenance**

- Operate City vehicles, tools, trailers, mowers, and maintenance equipment safely and efficiently
- Perform routine maintenance and cleaning of equipment and tools
- Report equipment issues or repair needs to supervisory staff
- Assist with inventory and organization of maintenance supplies and equipment

## **Event & Operational Support**

- Assist with community events, tournaments, recreational activities, and facility operations
- Set up barricades, signage, tables, equipment, and other operational needs
- Support City staff with operational tasks related to public events and recreational programming

## **Public Safety Response**

- Identify and report safety hazards in parks, streets, facilities, and public areas
- Assist during emergency operations, weather events, or public safety incidents as directed
- Maintain safe work practices and comply with applicable safety standards

## **Administrative & General Duties**

- Maintain basic records of maintenance activities as assigned
- Follow work schedules and operational priorities established by supervisory staff
- Respond professionally to public questions and concerns while in the field
- Perform other related duties as assigned

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## **Knowledge, Skills & Abilities**

- Basic knowledge of maintenance operations, tools, and equipment
  - Ability to safely operate maintenance equipment and vehicles
  - Ability to perform physical labor in varying weather conditions
  - Ability to work independently and as part of a team
  - Ability to follow verbal and written instructions
  - Strong work ethic, reliability, and organizational skills
  - Ability to interact professionally with the public and City staff
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## **Minimum Qualifications**

- High school diploma or equivalent preferred
  - Experience in maintenance, construction, landscaping, parks operations, or related field preferred
  - Valid Idaho Driver's License required
  - Ability to obtain additional certifications or training as required
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## **Working Conditions**

- Primarily outdoor work in varying weather conditions
  - Frequent physical labor, including lifting, bending, climbing, and equipment operation
  - Exposure to noise, machinery, weather, traffic conditions, and outdoor elements
  - Occasional evening and weekend work may be required
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## **Community Commitment & Position Purpose**

The City of Ponderay is committed to maintaining clean, safe, and welcoming public spaces that enhance the quality of life for residents, businesses, and visitors.

The Maintenance Worker / Public Works Maintenance Technician plays an important role in supporting the day-to-day care and operation of the City's streets, parks, facilities, and recreational areas while helping preserve the appearance, safety, and functionality of the community.

Through teamwork, reliability, professionalism, and pride in public service, this position directly supports the City's mission to maintain a well-connected, vibrant community for current and future generations.