Town of Exeter, New Hampshire Position Description

Position Title: Maintenance Technician/ Department: Public Works

Carpenter # 824

Reports To: Maintenance Supervisor Date: February 2025

GENERAL SUMMARY:

Under the direction of the Maintenance Superintendent and provides maintenance and construction support of a technical nature to the general maintenance of Town buildings, systems and equipment. Supports construction functions within the Public Works Department to include snow removal.

ESSENTIAL JOB FUNCTIONS*:

- Provides construction support of a technical nature to the general maintenance of Town buildings, grounds and equipment.
- Assists with the repair of support systems within Town buildings.
- Inspects buildings for safety and maintenance requirements and takes appropriate action.
- Maintains and repairs facilities within the Town of Exeter buildings.
- Maintains appropriate stock and tools to carry out essential functions of position.

OTHER DUTIES AND RESPONSIBILITIES:

- Operates vehicles, trucks, as well as other construction equipment.
- Operates the necessary hand and power tools to complete the essential functions of the position.
- Promotes and maintains positive community relations.
- Adheres to the Town's operating procedures and policies.
- Performs other related duties to include assisting other trades, and general maintenance as assigned.
- Duties require knowledge of building and grounds maintenance equivalent to completion of a high school diploma plus additional courses in building construction, building maintenance,

and carpentry and one to three years of related experience, or equivalent combination of education and experience.

• Must possess a valid State of New Hampshire driver's license.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES (Continued)

- Ability to communicate effectively, both in writing and verbally.
- Ability to prepare and present reports.
- Ability to establish a working knowledge of all applicable state and local regulations, statutes and procedures.
- Ability to deal respectfully and tactfully with others.
- Ability to work with limited supervision.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Work is performed indoors and outdoors in extreme weather conditions.
- Physical demands include sitting, stooping, standing, climbing ladders, walking at various times and lifting heavy objects (above 25 lbs.). Works around fumes, chemicals and/or toxic substances.
- May require periods of sustained uncomfortable physical positions.
- May require positioning of objects utilizing proper body mechanics and techniques.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.