



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Technician I

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$8.45 - \$12.70 / hour

GRADE: 6

An entry level position responsible for the building maintenance and limited construction work of routine difficulty.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists other Technicians with the preventative and corrective maintenance and repairs to Parish Facilities, such as replacing ballasts and light bulbs, trash removal, sweeping, and cleaning walks and driveways.
- Proficiently uses carpentry, electrical and other hand tools and equipment to construct, repair, replace and perform preventative and corrective maintenance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Six (6) months of experience in (carpentry, plumbing, painting, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general facility maintenance.)
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.