Civilian Marksmanship Program
Position Description

Position Title: Facilities Maintenance Technician Talladega Marksmanship Park

Department: Talladega Marksmanship Park

FLSA Status: Non-Exempt

Date Prepared: 3/12/2020

Approved/Reviewed By: Mark Johnson Date: 3/12/2020

Position Summary: Under supervision of the Facilities Manager, maintains all facilities in working order, and ensures the scheduling, performance, and completion of facility and grounds maintenance throughout the entire Marksmanship Park Complex.

Position Dimensions: (Other duties may be assigned)

- Primary function is to perform the necessary maintenance functions to ensure ranges and associated facilities remain operational through a program of routine scheduled maintenance and response to calls for maintenance and/or repair from TMP staff.
- Schedule and perform the necessary tasks required to clean and maintain roadsides, medians, parking lots, grounds keeping and landscaping throughout the TMP.
- Schedule and perform the necessary tasks required for facility maintenance of all buildings, sheds, restrooms and grounds.
- Coordinate with respective CRSO/RSO to perform necessary target maintenance on all ranges and shotgun fields, to include target boards, frames, lifters, shooting stands, trap machines, and other associated equipment necessary for the functioning of the applicable target systems.
- Schedule and perform the necessary tasks required for maintenance of all assigned vehicles and equipment to include: trucks, tractors, lawn mowers, other associated grounds keeping equipment, and golf carts.
- Coordinate with Facility Manager for the scheduling and completion of any maintenance, repair, or replacement work not able to be completed by TMP staff.
- Ensure proper safety precautions and methods are utilized related to all work performed.
- Respond to emergencies as needed, to include the removal/repair of targets or target frames.
- Maintain inventory of vehicles, tools, materials, and other on hand supplies.
• Schedule and perform the tasks necessary to clean and remove trash from roadways, parking lots, and other common areas. Ensure the timely collection of trash and refuse.
• Schedule and perform the tasks necessary to clean and maintain above ground storm drains, pipes, catch basins and storm channels.

Relationships:

Reports to / Supervisory Controls: Reports to Facilities Manager.

Level & Purpose of Contacts: Contacts will be CMP employees, customers, shooters, and vendors. Purpose of contacts with CMP employees is to share information, give/receive direction and guidance, or give/receive advice. Purpose of contacts with customers and shooters will be to advise, assist and provide requested products or services. Contact with vendors will be to gain knowledge, acquire products and services necessary for performance of duties, and provide necessary information to complete repairs and services necessary for performance of job duties.

Supervisory Responsibility: None or limited to leadership roles for assigned subordinate maintenance workers in the performance of their duties, including the scheduling of and monitoring of activities and assigned tasks for completion and quality of work performed.

Guidelines Available to Employee: Guidelines provide general concept and goals of assigned duties. Employee exercises a great deal of personal judgment and discretion, with significant latitude in manner of performing work.

Physical Demands & Work Environment: Work is performed under sometimes stressful conditions and/or with assigned deadlines. Work requires time management and the ability to manage several tasks at the same time. The work is performed in an office, classroom, and outdoors. Employee works in offices and classrooms that are well lit, heated and cooled. When working outdoors there is no heat or air conditioning. Employee will be exposed to extreme heat, humidity and cold depending on the season. Work environment includes exposure to intermittent noise. Work requires walking, bending and long periods of standing on concrete floor or other hard surfaces. Work may also involve lifting items from 10-75 lbs., sufficient physical ability to perform heavy lifting, pushing, pulling, and carrying; bending, stooping, climbing ladders, kneeling and crawling; stand or walk for prolonged periods of time; operate motorized vehicles and equipment.

Complexity Level: High. Performs various assignments requiring the application of many different and unrelated processes, differing regulatory criteria and procedures. Makes decisions or develops or implements new techniques that satisfy broad policy and technical requirements.

Scope & Effect: Medium. The work involves planning, developing, and carrying out projects and programs which are central to the major revenue producing operations of CMP. Scope is location specific. Functions accomplished directly and significantly
impact product availability, generation of revenue, and customer satisfaction. The work involves performance of specific operations including, but not limited to, tasks, procedures and daily maintenance of area. The work affects the timeliness and accuracy of further processes in meeting customer requirements and the degree of customer satisfaction.

Qualifications:

**Education / Experience:** Two years of general maintenance experience performing field maintenance work within the assigned area of responsibility.

**Skills / Training:** Customer Focus, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Results Driven, Strategic Planning, Management Proficiency, Client Relationships, Verbal Communication

**Reasoning Ability:** Position requires the ability to communicate effectively, to listen, and make effective decisions. Persons occupying this position must maintain required certifications. Work requires ability to utilize a problem-solving process that analyzes issues, facts, and data. Incumbent must work effectively in a team environment. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with abstract and concrete variables.