

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Environmental Services Technician

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	2	Non-Exempt	Maintenance Operations	Maintenance Manager

CLASS SUMMARY:

This position is responsible for performing maintenance tasks aimed at eliminating environmental health hazards. Responsibilities may include performing pest control; providing lawn care; and handling animals.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Applies pest control and lawn care treatments to grounds in accordance with environmental guidelines.
2.	Applies bed bug treatments to Authority property.
3.	Prepares and maintains records, including: service tickets; work orders; cost statements; and other documents.
4.	Prepares traps to remove nuisance animals from Authority grounds.
5.	Mixes chemicals and treatments in accordance with guidelines.
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Wisconsin Certification Code 7.1
- Wisconsin Certification Code 3.0
- Valid Wisconsin Driver License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Pest control procedures;
- Lawn care procedures;
- Bed bug treatment procedures;
- Methods of preparing animal traps;
- Environmental regulations and guidelines;
- Records maintenance;
- Methods of preparing records;
- Methods of mixing chemicals.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Controlling for pests and bed bugs;
- Performing lawn care;
- Preparing animal traps;
- Maintaining records;
- Preparing records;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, extreme temperatures, and environmental threats.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR