



City of Thibodaux

Job Description

Job Title: Maintenance Worker

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to assist in performing electrical and general maintenance work on City buildings, facilities, and equipment. Work involves helping licensed electricians install, maintain, and repair electrical systems; performing basic electrical and facility maintenance under supervision; and maintaining tools, equipment, and work areas in a safe and organized manner. Additional duties include supporting other maintenance operations as needed, such as minor carpentry, painting, and event setup.

ESSENTIAL FUNCTIONS:

Note: This information describes the key responsibilities of the position. It does not identify all duties performed by any single incumbent.

#	Essential Function	% of Time
1	Assists electricians with electrical installation, maintenance, and repair tasks, including running conduit, pulling wire, replacing outlets, switches, light fixtures, and assisting with breaker panels under supervision.	45%
2	Performs routine inspections and preventive maintenance on electrical systems and equipment to ensure safe and efficient operation.	25%
3	Maintains electrical tools, materials, and equipment; assists in inventory control; ensures work areas are clean, organized, and compliant with safety standards.	15%
4	Performs basic building maintenance as assigned, including minor carpentry, painting, and general facility upkeep; assists with setup and takedown of equipment and decorations for City events.	10%
5	Completes basic work orders and maintenance records; reports needed repairs, hazards, or supply needs to supervisors.	5%

JOB REQUIREMENTS:

Education:

High school diploma or GED; basic understanding of electrical concepts preferred.

Experience:

Up to one (1) year of experience in electrical, construction, or general maintenance work.

Supervision:

Works under direct supervision of a licensed electrician or maintenance supervisor.

Human Collaboration Skills:

Requires regular interaction with other employees, supervisors, and contractors.

Freedom to Act:

Performs assigned tasks under close supervision with established procedures and safety standards.

Technical Skills:

Basic knowledge of hand and power tools used in electrical and general maintenance work; willingness to learn advanced electrical skills.

Fiscal Responsibility:

This position has no budgetary responsibilities.

Reading, Math, and Writing:

Basic reading, writing, and math skills required to follow work orders, safety procedures, and equipment instructions.

Certification & Other Requirements:

- Valid driver's license
- Ability to obtain required safety or electrical training certifications

PHYSICAL DEMANDS AND STRENGTH:

Overall Strength Level: Medium – Exerting 20–50 lbs. occasionally, 10–25 lbs. frequently, or up to 10 lbs. constantly.

Physical Demand	Frequency	Description
Standing	Frequently	Observing work site, performing tasks

Physical Demand	Frequency	Description
Walking	Frequently	Around job sites and facilities
Lifting/Carrying	Frequently	Tools, materials, and equipment
Climbing	Occasionally	Ladders, scaffolds, stairs
Bending/Kneeling/Crouching	Frequently	Performing repairs, running conduit
Vision	Frequently	Inspecting and identifying hazards
Hearing	Frequently	Communicating with co-workers, hearing alarms
Fine Dexterity	Occasionally	Handling small tools or wiring
Foot Controls	Occasionally	Driving, operating small equipment

TOOLS, EQUIPMENT, AND MACHINERY:

Hand tools, drills, conduit benders, multimeters, ladders, power tools, and standard maintenance equipment.

ENVIRONMENTAL FACTORS:

Health & Safety Factors	Frequency	Environmental Factors	Frequency
Electrical Hazards	Frequently	Noise and Vibration	Occasionally
Mechanical Hazards	Occasionally	Extreme Temperatures	Occasionally
Chemical Hazards	Occasionally	Wetness/Humidity	Occasionally
Fire Hazards	Rarely	Physical Hazards	Occasionally
Communicable Diseases	Rarely	—	—

Protective Equipment Required:

Safety glasses, gloves, safety boots, hard hat, and reflective vest.

NON-PHYSICAL DEMANDS:

Description	Frequency
Time Pressure	Occasionally
Frequent Change of Tasks	Frequently
Working Closely with Others	Frequently
Irregular Work Schedule / Overtime	Occasionally
Noisy / Distracting Environment	Occasionally

PRIMARY WORK LOCATION:

Outdoors, shop, or inside City facilities as assigned.

SIGNATURE – REVIEW AND COMMENTS

I have reviewed this job description and understand the requirements and responsibilities of the position.

Employee Acknowledgment

Signature of Employee: _____ Date: _____

Supervisor Acknowledgment

Job Title of Supervisor: _____
Signature of Supervisor: _____ Date: _____

Department Head Acknowledgment

Job Title of Department Head: _____
Signature of Department Head: _____ Date: _____

Comments:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description is subject to modification as the needs and requirements of the position change.