



JOB DESCRIPTION

Title: Maintenance Worker

Department: Varies

Reports to: Depends on Department

Pay Grade: 53

Date Adopted: December 5, 2019

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☒ Yes

☐ No

Job Summary:

Basic skill level position. Operate various types of light to heavy vehicles and equipment. Check equipment prior to operation. Install, maintain, and repair the City's streets, sidewalks, catch basins, water system, sanitary sewer system, and related facilities. Respond to emergency situations as required. Participate in snow removal operations.

Essential Functions:

1. Operate various types of light to heavy equipment.
2. Load materials by hand or with the use of equipment.
3. Operate skid loaders, loaders, tractors, and other equipment, with and without attachments. Operate hand held trimmers, chain saws, post hole drivers, jack hammers, welders, shovels, and other similar machines.
4. Control unwanted vegetation.
5. Perform "walk-around inspection" prior to operation, replenish fluid levels and complete required log book. Replace small items such as lights, hoses and belts, and check frame for broken parts and cracks. Report malfunctioning equipment to supervisor. Operate all machinery in a safe manner according to the manufacturer's operation manual. Clean and perform routine maintenance and minor repairs to assigned equipment as needed. Perform shop work to make equipment ready for use. Perform minor mechanical repairs.
6. Assist in repairing or replacing concrete or asphalt. Assist with other construction activities such as installation of fencing.

7. Assist with installation of storm water pipes.
8. Perform routine preventative maintenance on service equipment and perform repairs in accordance with work order instructions, equipment operation, and maintenance manuals, blueprints, and sketches.
9. Assist in maintaining, installing, and repairing water mains, wells, and pipes, involving the operation of trenching equipment and backhoes.
10. Assist in the construction, maintenance, and repair of the water distribution collection systems.
11. Perform heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, flumes, odors, dust, electrical, mechanical, and traffic hazards.
12. Operate various hand tools including, but not limited to, jackhammer, pavement breaker, pick, shovel, and various wrenches.
13. Operate power equipment including, but not limited to, air compressors, jack hammers, jet truck, and various type pumps. May participate in traffic control.
14. Assist in operating and maintaining the City's wastewater treatment plant and collection and distribution systems.
15. Assist in performing preventive maintenance on wastewater treatment facility and system equipment and facilities; performance of minor repairs.
16. Assist in the performance of regular and unscheduled maintenance and repairs on all equipment and machinery.
17. Conduct the necessary weekend checks of the wastewater treatment facility on a rotating basis.
18. Travel and tour City projects in adverse conditions, to include but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
19. May be required to work extended hours during natural disasters, declared disasters, and similar events.
20. Keep confidential information confidential.
21. Perform duties in extreme weather conditions.
22. Possess a valid driver's license.

23. Bend, climb, stand, crawl, and lift up to sixty (60) pounds.
 24. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
 25. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
 26. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 27. The employee must be able to work extended hours in an emergency.
 28. Employee must be able to be "on-call".
 29. Performs other work which is consistent with the essential functions of the job.
 30. Performs other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

Able to obtain a Class B commercial driver's license (CDL) with air brakes within sixty (60) calendar days from date of hire.

Experience:

One (1) year or less of general construction experience to include the operation of light to moderately heavy construction equipment and vehicles including two-ton dump truck, or an equivalent level of experience. Must be at least eighteen (18) years of age. Operation of heavy equipment and motor graders, dump truck driving skills, and concrete flatwork preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Mechanical aptitude.
 13. Diplomacy and judgement.
 14. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

December 5, 2019