

Job Description – Maintenance Worker

Definition:

Maintenance position will be supervised by the city administrator. Daily duties vary based upon season and community needs. This position requires workers to cover a range of tasks including water sample collection, residual readings, reading water meters, water service turn-on/shut-offs, well readings, lagoon checks, lawn care, and managing burn pit operation.

Class Characteristics:

This is a single-position class, which is appointed by the City Council under authority of a City Ordinance in accordance with applicable Government Code sections. Responsibilities include maintaining city property, following KDHE water safety and monitoring protocols, handling potentially dangerous chemicals, lawn care, tree care, and following additional applicable KDHE protocols.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignment)

- May service as back-up to equipment operators trains frequently in the operation of light and heavy equipment.
- Assists in carpentry layout work, patches streets, digs holes, pours cement, cuts weeds, mows city property, cut tree limbs and removes snow.
- Assists in preventative maintenance for flood control
- Checks vehicles to insure proper and safe operations; performs routine maintenance and emergency repairs, reports mechanical problems to supervisor.
- Fertilizes landscaped areas, sprays for weed and pest control, plants, prunes, and removes trees and shrubs.
- Picks up trash. Cleans restrooms. Insurances restrooms are adequately supplies with toilet paper and towels.
- Repairs plumbing in public areas.
- Complies with Pawnee Rock safety and rules requirements.
- Performs semi-skilled and unskilled manual tasks related to City utilities and projects.
- Performs schedules and unscheduled maintenance on treatment facilities, equipment, and grounds.
- Performs additional duties as assigned and as required.

Knowledge, Skills, and Abilities

- Working knowledge of light and some heavy equipment operation principles, practices, and procedures.

- Working knowledge of hazards and safety precautions common to the position.
- Working knowledge of minor equipment maintenance and repair functions.
- Ability to quickly learn and comprehend daily and routine tasks.
- Ability to follow a strict sample collection and safety checks schedule.
- Ability to learn and apply new skills as needed or directed.
- Ability to observe and maintain a safe working environment at all times.
- Knowledge of tools and equipment preferred. Tools and equipment used may include tractors, riding lawn mowers, weed sprayers, weed mowers, power washer, pickup truck, electric motors, saws, pumps, compressors, sanders, common hand and power tools, shovels, wrenches, radio, and phone.

Education and Experience

A high school diploma or GED is required. At least 2 years of similar maintenance experience is preferred. An equivalent combination of training and experience may be considered.

Working Conditions

The work environment varies based upon the task and time of year. A majority of the work will take place outdoors, although some time in City Hall is required. While on duty, employee may frequently be required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls. Employee is frequently required to sit, climb, balance, stoop, kneel, crouch, or crawl. This position may require frequent lifting of 35-50 pounds with occasional lifting of 75-100 pounds or more. Lifting is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground.