



Job Description
Maintenance Worker
Public Works Department

General Purpose of Position

Completes maintenance of public facilities and works on capital projects as assigned

Major Duties and Responsibilities

Operates the dump truck and other large equipment

- Transports materials to and from the work site
- Operates other equipment as required

Maintains streets

- Completes patchwork and crack sealing as needed
- Fills potholes using appropriate materials
- Prepares roads and curbs for paving
- Back-fills curbs upon completion of work
- Assists with concrete work and laying asphalt
- Assists with snow plowing and removal

Maintains rights-of-way

- Keeps signs and intersections clear of limbs and grass
- Mows grass and trims weeds along city streets and in medians
- Removes trash as necessary

Uses basic equipment to complete various departmental activities

- Checks equipment before each use
- Determines when equipment needs to be used
- Operates equipment according to safety guidelines
- Prepares for maintenance when it is necessary

Maintains shop and equipment

- Makes sure equipment and supplies are ready for use
- Notifies Public Works Superintendent when supplies or inventory are needed
- Performs safety checks and basic maintenance on equipment
- Follows all procedures when fueling equipment

Prepares work areas for installations and repairs

- Digs trenches following appropriate safety measures
- Makes certain joints fit properly and lays pipes at proper angle
- Uses proper material for pipe bed
- Performs appropriate backfilling and landscaping

Maintains City buildings and facilities

- Performs routine and necessary carpentry, electrical, and plumbing
- Performs other necessary cleaning or maintenance duties

Performs repairs on streets

- Digs line, jackhammers, recognizing risk of flooding
- Places proper repair clamp
- Performs appropriate backfilling and landscaping

Performs other duties related to departmental activities

- Attend training and other professional development as needed or required
- Backfill sinkholes and other depressions

Performs other duties as directed

Job Context

Status	Fulltime
FLSA Status	Non-exempt
Department	Public Works Department
Immediate Supervisor(s)	Public Works Superintendent, Crew Leader (while on specific project led by crew leader)
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Regular hours year round
Frequency of Overtime	Occasionally
Frequency of Night Work	Emergencies, snow removal
Shift Position	Not Applicable
On Call Status	On call
Percentage of Work Indoors	5%
Percentage of Work Outdoors	95%, in all types of weather conditions
Types of Accountabilities	Safety and Legal
Exposure to Chemicals / Hazardous Materials	Daily

Applicable Chemicals / Hazardous Materials* Cleaning supplies, acids, other chemicals, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt,

dust, flood water, mace, blood and other animal fluids

Average Stress Level

Average, varies with activities

Physical Work Associated With This Position** Working in confined spaces, lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment and/or animals, pulling and pushing, chasing animals in vehicle or on foot

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must be able to read and write in English; a high school diploma or equivalent is preferred. A minimum of one year of experience in general public works fields is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have a valid Missouri Driver's License. Must be able to pass pre-employment drug and alcohol test and random drug and alcohol testing. Must be able to complete confined space training.

Knowledge, Skills and Abilities

Knowledge

- Proper installation, maintenance and repair of streets
- Proper storage and use of various chemicals
- Basic civil engineering for determining and digging grades
- Layout of city streets
- Basic understanding of City and State laws, codes and ordinances
- Departmental policies, rules and regulations
- Basic carpentry, plumbing, electrical and concrete techniques
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair
- Proper materials and equipment
- Proper use of physical restraints for animals
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government
- Animals' behavior and care

Skills and Abilities

- Install and maintain various types of street surfaces
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors

- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

Signature and Approval

Employee

Date

Department Head

Date

Human Resources

Date

City Administrator

Date
