



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Maintenance Worker	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>GRADE:</b>	K03
<b>REPORTS TO:</b>	Grounds/Streets Maint. Crew Leader	<b>DATE:</b>	7/1/2016
<b>BARGAINING UNIT:</b>	KGEA		

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### **SUMMARY:**

Responsible for performing maintenance duties related to the care and maintenance of City facilities, equipment, buildings, parks, grounds, cemetery, streets, drains, water and wastewater infrastructure.

### **ESSENTIAL FUNCTIONS:**

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Maintains and repairs roadways, and other paved areas cleaning surfaces, laying and raking asphalt and striping and marking pavement.
- Assists in constructing forms, pouring and finishing concrete, and in constructing and repairing sidewalks, ramps, curbs, gutters and drainage structures.
- Clears weeds, brush, trash and other debris from paved areas; may operate power equipment to accomplish such cleaning.
- Installs and repairs guard rails, signs, fences, security barriers; may perform basic welding and braising.
- Performs snow removal; stockpiles and stores salt.
- Loads and unloads trucks, fuels equipment and vehicles (automobiles, trucks); picks up and delivers materials and equipment, cleans and maintains tools and equipment, maintains work areas in a clean and orderly condition.
- Constructs drainage structures; may assist in laying underground piping and sewer systems; installs shoring; serves as the flagger on a crew.
- Performs ground maintenance work; may perform work involving the Installation and replacement of water services.
- Mows, trims, edges, fertilizes, and waters parks, playing fields and other landscaped areas; weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery; prepares soil for planting; seeds and re-sods lawn areas.
- Operates and adjusts a variety of hand and power tools and equipment common to the maintenance area to which assigned; may operate light equipment and drive trucks as assigned.
- Observes safe work methods and uses safety equipment; secures work sites from traffic hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.

## MAINTENANCE WORKER

### ESSENTIAL FUNCTIONS: (Continued)

- Maintains basic records of work performed.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs irrigation system maintenance.
- Participates in forestry operations, including planting, pruning, trimming, cutting and removal.
- Participates in cemetery operations.
- Assists other Divisions of the Public Works Department as required.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.*

### Education and Experience:

High School diploma/GED; AND one (1) year of maintenance experience that includes experience in the operation of construction vehicles and equipment; OR an equivalent combination of education, training and experience.

### Required Certificates, Licenses, and Registrations:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Michigan CDL Driver's License, Class A with Tanker "N" endorsement within three (3) months of date of employment.

### Required Knowledge and Skills

Knowledge of:

- Methods and materials used in general building and above-ground and underground facilities maintenance and repair work.
- Methods and practices of pavement maintenance and repair.
- Operation and capability of various trucks and heavy construction equipment.
- Techniques of cement construction, pouring and finishing.
- Use and minor maintenance of commonly used hand and power general maintenance tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Basic record keeping practices.
- Basic painting, plumbing and carpentry methods, tools and techniques.

## MAINTENANCE WORKER

### Skills in:

- Operating a variety of construction equipment skillfully and safely.
- Performing maintenance and repair of grounds and facilities.
- Measuring and calculating angles, lengths and volumes.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Working without close supervision in standard work situations.

### **PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a field maintenance setting, use standard office equipment and stamina to perform heavy labor for extended periods of time; agility to perform maintenance activities and operate equipment; strength to lift and carry up to 100 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

### **WORKING ENVIRONMENT:**

Work is performed in a field maintenance setting.

Work is subject to performance in confined spaces, and under exposure to environmental conditions, odors, hazardous chemicals, dust and extensive driving.