



*Detailed Job Description*

## Maintenance Worker II

<b>JOB TITLE</b> MAINTENANCE WORKER II		<b>SUPERVISOR RESPONSIBILITY</b> NONE	<b>DIVISION/DEPARTMENT</b> PUBLIC UTILITIES
<b>LOCATION</b> Pittsburg, KS 66762		<b>Classification</b> Regular Part Time	<b>DATE WRITTEN</b> 3/30/2015
<b>REPORTS TO</b> Public Utilities Department	<b>SALARY</b> Pay Grade 3 \$8.12 to \$11.67 Hourly		<b>EXPERIENCE</b> High School Diploma or GED; a valid driver's license is required; maintenance work; any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
<b>OVERTIME EXPECTATIONS</b> As required	<b>OVERTIME PAY/TRAVEL REQUIREMENTS</b> As required by FLSA/No travel requirements		<b>BENEFITS</b> Per Employee Manual
<b>JOB OBJECTIVE</b> The primary function is to perform maintenance for the Public Utilities Department. This position is also responsible for custodial duties in the Public Utilities Buildings.			
<b>ESSENTIAL FUNCTIONS</b> Perform general maintenance and custodial duties. Performs all work duties and activities in accordance with City policies and procedures; Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring			
<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIRED</b>  Knowledge of: Basic maintenance type work. Basic custodial knowledge. Applicable regulations and city policies regarding safe work practices.  Ability to: Follow written and oral instructions; Operate a motor vehicle and learn the safe operation of equipment used in the performance of duties; Communicate effectively with the public and other employees.			
<b>WORK REQUIREMENTS:</b> <i>The environment characteristics described here are representative of those an employee encounters while performing essential functions.</i>  The primary duties of this class are performed both indoors and outdoors and may include working in adverse weather conditions and hazards involving the use of power equipment.			

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

Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as vehicle backup alarms and emergency warning sounds;  
Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to distinguish dirt or marks on surfaces and move through unfamiliar buildings and rooms;  
Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and small objects, and to make adjustments to equipment;  
Sufficient strength to lift objects up to 50 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, carry objects up to 50 pounds for a distance, stand for periods of time up to three to four hours, and to adapt to and move between work stations and job tasks on a single shift;  
Sufficient body flexibility and balance to perform cleaning operations which require repeated bending and stooping motions, including climbing and working on ladders;  
Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, and to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust.  
Sufficient attention to concentrate on tasks when distracted and to return to and complete tasks when distracted.

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