



JOB DESCRIPTION

UTILITIES MAINTENANCE WORKER

Department: Public Utilities	Classification/FLSA: Part-Time
Location: Utilities	Reports To: Public Utilities Superintendent
Supervises: N/A	Pay Range: \$9.00 - \$13.00
Benefits: Per City Handbook	Travel: As needed
Date Written/Revised: 01/20/2022	

POSITION SUMMARY

This position is working part-time, less than 1,000 hours in a calendar year, and is non-benefit earning. This position is responsible for general labor work for the Public Utilities Department. Performs daily required service checks on equipment to be used for the day including checking and filling; fluids, pressures, and grease points. Cleaning machinery as necessary. Ensures that equipment is operating correctly and reports any suspected malfunctions or safety issues. The primary duties of work are performed outdoors and may include working in adverse weather conditions. Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required. Work in confined spaces and trench excavations as required. The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned. Work hours and times are arranged and set by public utilities superintendents and work needs.

DUTIES AND RESPONSIBILITIES

- Perform general maintenance and custodial duties
 - Janitorial cleaning of restroom facilities
 - Janitorial cleaning of offices, conference, and breakrooms
 - Washing and/or cleaning of windows and other surfaces
- Perform general landscaped duties:
 - Mowing
 - Edging
 - Spreading of removing mulch
 - Weeding
 - Trimming
 - Planting
 - Leaf removal
 - Limb pickup
- Operate riding lawnmower
 - Standing style
 - Tractor style
 - Zero turn style

- Operate weed whacking equipment
- Excavate with shovel shallow trenches or remove debris blocking ditch drainage
- Shovel various materials as needed
- Mix and spray chemical such as weed killers, fertilizer, sand, or road salts
- Spread topsoil and seed
- Assist with lifting and placement of varying materials and tools
- General brushing or roll on painting of fire hydrants and various items
- Cleaning of fleet vehicles
- Safety:
 - Utilize proper personal protective equipment for situational task assignments
 - Properly handle and store materials
 - Ask questions
- Personal Conduct
 - Reliability: Policy 210 & 502
 - Judgement: Policy 101
 - Cooperation/Attitude: Policy 104
 - Serving the Public: Policy 103

POSITION COMPETENCIES

- Knowledge of general janitorial duties
- Knowledge of proper use of small handheld tools
- Knowledge of proper operations of weed whackers
- Knowledge of proper operation of lawn mowers
- Follow written and oral instruction
- Learn and perform assigned tasks quickly and correctly

EDUCATION AND QUALIFICATIONS

- High school graduation or equivalent
- Valid driver's license and clean motor vehicle record.
- Basic competencies using Microsoft products such as outlook, word, and excel
- Basic competencies to utilize smart phones, tablets, and computers for communicating, corresponding, and processing work orders.

PHYSICAL DEMANDS

The maintenance worker position includes the following demands: maximum occasional lift of 70 lbs from knuckle to waist; maximum occasional lift of 65 lbs from floor to waist; maximum frequent lift of 25 lbs from floor to shoulder; maximum frequent lift of 13 lbs from floor to 70 in; maximum occasional carry of 65 lbs for 5 ft; maximum frequent carry of 25 lbs for 40 ft; maximum frequent push/pull horizontal force of 40 lbs at 47 inch height for distance of 50 ft; maximum occasional push/pull horizontal force of 40 lbs at height of 36 inches for distance of 75 ft; maximum occasional push/pull vertical with force of 100 lbs at height of 24 inches; maximum occasional grip force of 90 lbs; maximum frequent forward reach for distance of 45 inches; maximum occasional lateral reach of 30 inches; maximum occasional overhead reach to height of 75 inches; occasional bend; occasional crouching/kneeling; frequent neck flexion; occasional trunk rotation; occasional

fine motor coordination; frequent hand coordination; constant standing and walking; occasional sitting; occasional awkward postures of working prone or supine over or under vehicles/equipment; frequent sit and frequent stand/walk. Must also be able to use all tools of the trade; move under, over and around.