

MAINTENANCE WORKER I

Salary Range: \$18.26-22.19/hour

Position Objectives

Under direct supervision, performs semi-skilled and skilled duties involved in the the maintenance, repair, operation and improvement of streets, sanitary sewer facilities, storm drains, parks, public buildings, and related facilities; operates power equipment and trucks; and performs other duties as assigned.

Duties and Responsibilities

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operate various sizes of power-driven equipment.
- Sprays weeds and brush with chemicals.
- Maintains pool, tests chemicals and administers proper pool chemical dosing.
- General building maintenance and repairs.
- Places traffic control and warning signs and serves as flagman.
- Paints and installs street and traffic signs.
- Paints street lines, crosswalks and curbs.
- Cleans drainage ditches, and culverts.
- Cleans and rods sanitary sewers.
- Installs and repairs sanitary sewer laterals and mains.
- Makes minor repairs and adjustments to maintenance equipment.
- Observes and enforces safety precautions, keeps records.
- Performs manual labor required to lift, load, and haul equipment and materials.
- Performs other related work as required Follow safe work methods and safety precautions related to the work.
- Leads and participates in gardening and grounds maintenance work; plants and cares for shrubs, grass, flowers and irrigation systems using hand tools.
- Operates various park maintenance power equipment such as mower, weed-eater, edger, chainsaw, etc.
- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers.
- Assist with the setup of facilities for meetings.
- Use and maintain assigned power equipment and hand tools; high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the City and the Wastewater Department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge and abilities:

Must be knowledgeable in the use, purpose, and maintenance of hand tools. Must be knowledgeable in the operation, care, and routine maintenance of basic mechanical equipment. Must have knowledge of basic building maintenance methods including fundamental carpentry, plumbing and electrical work. Must have knowledge of safe work practices and procedures.

Must be able to:

- Read and interpret gauges and recording devices reflecting plant operations.
- Perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities.
- Maintain, repair, and adjust wastewater treatment equipment.
- Keep records and make reports.
- Understand and apply basic wastewater mathematics.
- Operate a variety of power-driven equipment.
- Perform heavy manual labor and lift up to 50 pounds.
- Tolerate changes in outside temperatures from winter to summer, and tolerate dust, pollen, wind, and rain.
- Sit or stand for periods of up to four hours in duration.
- Walk on uneven or steep ground.

Physical Abilities:

- Must have the ability to read and discern visual images on a variety of media. Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment. Performs manual labor required to lift, load, and haul equipment and materials

Desirable Training and Experience

- Equivalent to completion of the twelfth grade, in addition to any combination of experience and education that could likely provide the required knowledge and abilities to qualify for this position.
- Clean Class C Driver's License.