



WILLARD CITY CORPORATION

Job Description

MAINTENANCE WORKER

Date approved: 9/11/08

Date revised:

CLASS SUMMARY

Performs a variety of semi-skilled maintenance and repair tasks and responsibilities within a specific area such as streets/storm, water/sewer or parks, each with specific components and discrete tasks. Work requires the use of hand tools, power tools and light and heavy duty equipment and vehicles. In accordance with established guidelines, works as a team member under the direction of the Mayor and/or designated supervisor and will perform tasks independently. Employees are expected to perform a broad variety of routine tasks and assist with complex installation, maintenance and repair duties. Responds to emergencies on a 24-hour basis.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

Performs construction, installation, maintenance and repair duties as required areas such as streets/storm, water/sewer or parks; performs work in accordance with sound safety practices.

Clears debris from ditches; grades and applies sand and other materials to roadway shoulders; applies seal to cracks and roadway surface; cuts and removes asphalt and concrete; estimates and applies material and rolls asphalt patches; lays and finishes concrete sidewalks, curbs and gutters; applies paint; inspects and cleans storm lines; uses asphalt cutting saw, paint stripper, chipper, air compressor and other tools; operates backhoe, grader, roller, dump truck, street sweeper and other heavy equipment; installs, assembles, repairs and removes street signs.

Runs water line flow tests; checks chlorine levels in water; inspects, monitors, repairs, replaces and performs preventive maintenance of valves, control valves, pump stations, hydrants, sewer mains and sewer lift stations; makes adjustments; checks and sets pump station daily flow rates, status alarms, pump cycles, pressure switches and control relays; checks security and proper operations; maintains reservoir grounds; drains, cleans and fills reservoirs; installs, shuts off, turns on, repairs and relocates meters; cleans and flushes sewer mains and manholes; changes filters; uses

compressor, jackhammer, concrete saws, tapping apparatus, mower, weeder, compactor and other tools; operates dump truck, backhoe and other heavy equipment; locates and marks lines, valves manholes and meters; records test results and updates records.

Mows and trims small and large turf areas, roadside areas and ball fields; uses weeder, sprayer and other tools; operates push and riding mowers and other equipment; trims, prunes and shapes shrubs and trees; weeds; plants; makes irrigation adjustments; performs irrigation system repairs or assists with non-routine repairs; prepares ball fields for use; assists with ball field turf renovation; mixes and sprays pesticides; cleans and maintains grounds and facilities; picks up trash and empties trash cans; makes minor facility repairs due to vandalism or as needed; paints equipment and facilities; locks and unlocks buildings; conducts routine safety check while on-site; traps rodents; pressure washes structures.

Performs traffic control at construction sites; sets up and removes traffic signs; insures safety of crew and motorists.

Performs minor repairs and preventive and routine maintenance on City equipment, tools, and vehicles; performs routine safety inspections; cleans equipment.

Plows, sands and removes ice and snow from streets and sidewalks.

Responds to emergencies on a 24-hour basis; identifies and communicates repair needed; makes repairs or works with other maintenance workers in making repairs, flagging, transporting materials and equipment and other duties as directed.

Responds verbally to routine inquiries from the general public while in the field; refers complaints to assigned supervisor.

Performs related duties as required or assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed both indoors and outside. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases, and air and blood borne pathogens; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds. Employees are subject to call-back during emergencies on a 24 hour basis and are required to work occasional evenings, weekends, or holidays during special events.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines Completion of high school or equivalent and some experience and training in the maintenance and repair of public streets and roadways, storm drain system, water or sewer systems, grounds or landscaping, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Motorized and hand tools and equipment used in maintaining and repairing facilities, buildings and grounds particular to work area
- Basic construction skills
- Occupational hazards and standard safety practices and procedures
- Heavy equipment operation techniques
- Safe use of pesticides

Ability to:

- Perform semi-skilled installation, maintenance and repair work of streets and storm drains, water and sewer systems or landscaping, depending on work area
- Learn methods and techniques of installation, maintenance and repair of streets and storm drains, water and sewer systems or landscaping, depending on work area
- Learn applicable laws, standards, rules and regulations including Utah Division of Drinking Water, OSHA, and UDOT
- Work independently and with others and perform duties with minimum supervision
- Perform a variety of heavy manual labor tasks for extended periods of time and in unfavorable environmental conditions
- Operate a variety of motorized and hand tools and equipment in a safe and effective manner
- Trouble shoot, identify and correct routine maintenance and repair problems
- Learn, interpret and apply standards, policies and procedures
- Read and understand maps, as-built drawings, specifications, and contract documents
- Perform routine mathematical computations accurately
- Meet schedules and timelines
- Understand occupational hazards and utilize standard safety practices
- Understand and follow oral and written instructions
- Answer basic questions from the public
- Respond to emergencies on a 24-hour basis

LICENSE OR CERTIFICATE REQUIREMENTS

- A valid Utah State driver's license and a good driving record

- Ability to complete confined space entry training
- Ability to obtain Grade II Water Certification (within 1 year from hire)
- Ability to obtain a pesticide applicator certification may be required for some positions
- Possession of, or ability to obtain, a Commercial Driver's License with appropriate endorsements may be required for some positions
- Possession of, or ability to obtain, additional required training certifications specific to work area
- Ability to obtain Utah Wastewater Operator Certification – Collection Grade I (within 1 year from hire)

Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City Council as the needs of the employer and requirements of the job change.

FLSA status: Non-exempt