

Maintenance Worker I – Public Works

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Date Prepared: April 2018

SUMMARY: Under basic supervision, performs a variety of unskilled tasks in the maintenance of streets, right-of-ways, storm drains, sewer lines, graffiti removal and other municipal facilities; and performs related work, as required.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Shovel and rake asphalt; maintain, service, and make minor repairs to equipment; perform rough masonry and cement work; perform basic carpentry, plumbing, and painting.
- Remove weeds from City right-of-ways and grounds; clean storm drains; patch, seal cracks, and perform other maintenance to streets and roads; remove graffiti from facilities within the City.
- Operate licensed vehicles, including light trucks; operate a variety of hand and power tools, machines, and light equipment; work with signs and painting of street legends.
- Assist sanitary sewer division in performing maintenance and mainline cleaning.
- Observe and maintain established safety policies and procedures and take appropriate precautions to preserve their own safety and others during the course of performing daily tasks.
- Operate vehicles and equipment in a safe and efficient manner; and perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma OR GED equivalent AND one year of experience in public works construction OR street maintenance, including duties in any one or more of the following areas: streets, concrete, traffic control, or sanitary sewer maintenance.

Knowledge of:

- Basic hand and power tools, cement work, carpentry, plumbing, and painting.
- Occupational hazards and safety precautions required in public works maintenance.
- Principles and practices of street maintenance.

Possess Skills in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Lifting and transporting materials and supplies weighing up to 100 pounds.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid, unrestricted, Mississippi driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 100 pounds. Some exposure to hazardous chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.