

PUBLIC WORKS MAINTENANCE WORKER

Public Works Department

Position Description

PURPOSE OF POSITION:

Performs a variety of maintenance, repair and construction work on public work facilities and projects. Operates specialized equipment.

ESSENTIAL JOB FUNCTIONS:

- Participates in the manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway; shoulder and sidewalk operation; maintenance; and construction; mowing; landscape; vegetation control and litter control.
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the fire suppression water system.
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system.
- Maintenance of parks, lawns and other building exteriors, landscape duties and small irrigation systems.
- Perform traffic control as needed.
- Performs mechanical work as needed.
- Performs occasional welding.
- Performs other duties as assigned.
- Works overtime as required to complete assigned tasks.
- Minor construction projects, carpentry, concrete, janitorial services.
- Assists with Code enforcement of garbage, brush, trees, etc.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements.

- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities.
- Ability to complete mathematical calculations required for the position.
- Ability to work within established guidelines.
- Ability to perform repetitious tasks.
- Ability to use and operate pick-up truck; tractor; forklift; lawnmower; weed eater; chain saws; blowers; various spray equipment; front-end loader; miscellaneous power tools for turf maintenance, carpentry, painting, plumbing, and cement finishing work.
- High School diploma, or GED, and three years prior experience in this type of work.
- Valid Montana State Driver's License and safe driving record.

Desirable Requirements.

- Experience in utility construction and equipment.
- Water or Wastewater Level 1 certification.
- Have or have ability to obtain a First-Aid/CPR Card. Certified Flagger's Card or previous experience as a flagger.
- Experience with streetsweeper operation.

PHYSICAL DEMANDS OF THE POSITION:

- Endurance/Moving About: Frequently (1/3 to 2/3 of the time). Move from location to location.
- Endurance/Overall strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 100 pounds occasionally.
- Walking: Constantly (up to 2/3 of the time). Move about on foot.
- Sitting: Frequently (1/3 or more of the time).
- Lifting/ Carrying: Periodic. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry transport and object, usually holding it in the hands or arms, or on the shoulder.
- Pushing/Pulling: Periodic. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).
- Controls: Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and /or one or either feet or legs to move controls on machinery or equipment.
- Climbing Periodic. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and /or hands and arms.
- Balancing: Periodic. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- Bending/Stooping: Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and / or bend by extending the spine backward or from side to side.
- Kneeling/Crouching: Periodic. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
- Crawling: Periodic. Move about on the hands and knees or hands and feet.
- Reaching: Constantly (2/3 or more of the time). Extend hands and arms in any direction.
- Handling: Constantly (up to 2/3 of the time). Seize, hold, grasp, turn or otherwise work with the hand or hands.
- Rotation: Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
- Talking: Constantly (2/3 or more of the time). Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Constantly (2/3 or more of the time). Perceive the nature of sounds by the ear.
- Seeing: Constantly (2/3 or bore of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects.

- Reading: Read water meters, written reports and instructions.
- Writing: Able to accurately record sewer facility data, record information and summary of events.

WORKING CONDITIONS:

- Location: Both inside and outside. Work is spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from weather).
- Extreme Cold: Endure temperature/s sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- Extreme Heat: Endure temperature/s sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
- Wet Conditions: Endure contact with water or other liquids.
- Noise/Vibration: Periodic Occasionally endure noises, either constant or intermittent, or work sites.
- Smell: Fumes chemicals, or toxic substances.
- Requires 24 hour on-call status for emergency situations.
- Shift work (including weekends and holidays) may be required.

SUPERVISORY RESPONSIBILITIES:

- On occasion may act as lead worker based upon experience.

SUPERVISION RECEIVED:

- Position is under the jurisdiction of the mayor. Receive direction on occasion, from council members.
- Work with Clerk/Treasurer's Office, Sheriff' Office and City Attorney.

WORKING HOURS:

- Normal working hours are from 8:00 am to 4:30 pm with one half hour for lunch. Overtime may be required. In emergencies may be called into work and work schedule will be adjusted during the emergency.

EXPECTATION OF ALL CITY EMPLOYEES:

- Support City and Department goals and objectives.
- Serve and meet the needs of our citizens during routine or emergency situations.
- Ability and willingness to work as part of a team, demonstrate team skills and perform a fair share of team responsibilities.
- Plan and organize his/her work, time and resources, and, if applicable, that of subordinates.
- Contribute to the development of others, to the Department, and the City.
- Produce desired work outcomes including quality, quantity and timelines.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.

- Consistently report to work. and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

MISCELLANEOUS:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Position is non-FLSA exempt. Six-month probationary period. Participation in the Montana Public Employees Retirement System (PERS) is mandatory.