

JOB DESCRIPTION

TITLE: Maintenance Worker I

PAY RANGE: Based on Qualifications

DEPARTMENT: Street

SUPERVISOR: Street Superintendent

CLASSIFICATION: Non-Exempt

DATE APPROVED/AMENDED: 12-10-98

Summary: Performs a variety of unskilled and semiskilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City streets and storm drainage systems.

Knowledge:

- Of constructing and maintaining City streets, right-of ways, storm sewers, and parks; cleaning gutters and drop inlets; mowing, raking and spraying weeds; patching and chip-sealing streets; ditch maintenance; storm sewer construction; concrete pouring and finishing; asphalt mixing; culvert construction; snow removal; street sanding; and street sign maintenance.
- Missouri law in operation of motor vehicles.
- Of associated work hazards and safety precautions.
- Of equipment and supplies used to do minor repairs.
- Concerning operation of power tools and heavy equipment.
- Of meter reading equipment.

Skills:

- Mechanical aptitude and skill in use of a variety of power and manual tools (i.e. tractors, mowers, backhoes, chain saws, jack hammers, shovels, hammers, etc.)
- Operation and use of motorized vehicles including forklift, dump truck, pickup truck, loader, skid loader.

Ability:

- To read and interpret documents such as safety rules, operating and maintenance instructions, blueprints and diagrams, and procedure manuals.
- To add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- To calculate angles for building purposes.
- To apply commonsense understanding to carry out instruction furnished in written, oral, or diagram form.
- To deal with problems involving several concrete variables in standardized situation.
- To support other municipal departments when the need for excess personnel develops.
- To perform heavy manual tasks for an extended period of time.
- Work safely.
- Communicate effectively (both in writing and orally).
- Good public relation skills.
- Establish and maintain effective working relationships with supervisors and co-workers.
- Complete assigned routes in order to take and record readings from the meter dial.

- Perform other duties as assigned.

Education

- High school graduate or GED equivalent
- One to three months related experience and/or training.

Special Requirements:

- Possess a valid Missouri Commercial Drivers License (CDL) Class “B” with air brakes or must have the written test completed before employment and must take and complete the driving portion within 30 days.

Environmental Working Conditions: Must be able to work in outside weather conditions such as; hot, wet, and humid conditions, may have exposure to toxic or caustic chemicals. Must be able to work in usually loud noises. Employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, may have exposure to toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud in field setting, and moderately quiet in office setting.

Selection Guidelines: Formal application, rating of education and experience, oral interview and reference check, job related tests may be experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position of the work other than similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and requirements of the job may change at any time.

The candidate must pass a drug/alcohol test and a physical based on the job description before job offer is finalized.