

CITY OF CHENEY

POSITION DESCRIPTION

Class Title: Maintenance Worker I

Department: Maintenance

Salary Schedule: Hourly, Non-Exempt

Grade 12

POSITION SUMMARY:

This position performs a variety of unskilled or semi-skilled maintenance work, operates a variety of equipment in the construction, operation, repair, maintenance and replacement of the City's water, natural gas, street, sewer, sidewalks, parks, golf course, City buildings and storm drainage facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the City Maintenance Superintendent or Assistant Maintenance Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs street patching and sealing of public streets, curbs and sidewalks.

Repairs potholes, utility cuts, cracks and other street problems.

Operates equipment including rollers, trucks, backhoes, mowers and other equipment required to perform the functions of this position.

Repairs, installs or maintains street signs, traffic barricades and cones.

Performs minor equipment repair, maintenance and inspections.

Maintains safety on the job.

Pours concrete, asphalt, hot mix and paints streets.

Submits daily reports for materials used on various projects as well as maintenance activities.

Determines locations of gas, telephone, water, sewer, cable and electricity prior to excavation.

Repairs, replaces or constructs storm water, sewer, natural gas, and water lines.

Responds to complaints or concerns regarding City utilities and services.

Repairs or services water pumps, sewage pumps or gas pumps and related equipment.

Reads gas and water meters.

Takes water samples monitoring for chemicals and repairs associated equipment.

Able to perform on – call responsibilities as assigned responding to evening and weekend duties.

PERIPHERAL DUTIES

Assist other departments as needed.

Mows and maintains City parks.

Cleans and maintains department facilities.

Provides snow and ice removal during inclement weather.

Flags traffic at construction sites.

Cleans and removes brush from roadways as needed.

Operates a variety of construction equipment, machines and tools.

Troubleshoots problems with departmental equipment.

Complete assigned work at the City's compost facility.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Must be 18 years of age.

High School diploma or GED.

A technical degree or some knowledge of equipment, facilities, materials, methods and

procedures used in maintenance, construction and repair activities is preferred but not required.

Skilled in the operation of tools, machinery or equipment used in essential or peripheral duties as listed above.

Ability to communicate effectively both verbally and in writing.

Works well with others and the public.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within twelve months to two years of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of city utilities, construction, equipment or infrastructure preferred.

Ability to learn equipment operations including dump trucks, utility trucks, oiler, loader, trencher, street sweeper, bobcat and other types of machinery required.

Capable of limited problem solving encountered in various situations.

Able to communicate effectively both orally and in writing.

Should possess good public relation, oral and written communication skills.

Capable of using hand tools and equipment required for the job responsibilities.

LICENSES REQUIRED

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license.

Pre employment and random drug testing mandatory.

Able to acquire a CDL within 18 months.

PHYSICAL DEMANDS

Manual labor including lifting and carrying heavy objects, bending, kneeling and climbing may be required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Exposure to hazardous chemicals, heavy machinery, traffic, excessive noise, explosives, heights and natural gas in all types of weather conditions can be expected.

While performing the duties of this position, the employee may frequently be required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 100 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times as assigned or required.

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.

I have read this position description and understand its contents.

Employee Signature

Date