



Job Description

Title: Maintenance Worker	Department: Public Works
Reports To: Public Works Director	Non-Exempt/Hourly
Safety Sensitive: Yes	Temporary/ Full Time (Summer Help)
Last Edited Date: 12/10/2023	Approved Date:
Classified: Yes	

Purpose

This role performs a variety of maintenance activities relating to the City infrastructure, roadway maintenance, water and sewer lines, landscaping and parks, buildings and grounds.

Essential Functions

Essential functions may include any of the following tasks, knowledge, skills, and other characteristics. The following list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Performs general maintenance and repairs to City facilities and equipment through the application of general and mechanical skills, such as carpentry, painting, and/or plumbing, may change various filters and lighting components, may assist in maintenance and servicing of water and wastewater system, perform equipment lubrication and light maintenance, cleans-up facilities, grounds, and equipment.
- Mows grass, weeds plant beds, prunes trees, trims, and edges landscaping, cleans facilities, grounds, ballparks, and other community facilities, performs maintenance and construction of recreation facilities and irrigation systems including light electrical work, plumbing, carpentry, masonry, and painting.
- Responsible for workplace safety, performs preventive maintenance and other general maintenance activities; operates a variety of maintenance related tools and landscape maintenance and/or heavy equipment. Performs animal control duties when requested during the absence of the Animal Control Officer and other work-related assignments as required.
- Responsible for the care and upkeep of both city cemeteries, Mountainview Cemetery and Lady of Mnt. Carmel Cemetery. These duties include the upkeep and caring of all landscaping, cutting the grass, and clearing the weeds. Preparing grave sites, digging the grave, marking the area for the mortuary, and ensuring that the place the family has chosen is available, and setting up the area for the families viewing. These duties also include remaining near to the family when the services are completed so that the grave can be filled in.
- All other duties as assigned.

Requirements



- Since this person will primarily be working alone, they must meet all physical standards and demands of the job.

Tools and Equipment Utilized:

- Computers and conventional office equipment
- Hand and power tools
- Testing and collection equipment
- Landscaping equipment
- Heavy equipment and machinery
- Driving large trucks and motorized vehicles.
- Other animal control related equipment and restraints

I attest that I can do the essential functions and meet the requirements of this job description.

Print Name

Signature

Date