



## Maintenance Worker I / Laborer

**FLSA Status:** Non-Exempt

**Created:**

**Safety Sensitive:**

**Last Revised:** 10/31/2022

**DEFINITION:** Under direct supervision of the Public Works Director, performs a variety of unskilled and manual laborer tasks involved in buildings, construction, maintenance, and repair of various public properties including streets, walks, street signs, rights of way, parks, airport, storm drainage system and cemeteries. Some duties require the employee to drive a truck or other vehicle to transport personnel and/or equipment. Work assignments will vary depending upon season and projects to which assigned.

**DISTINGUISHING CHARACTERISTICS:** This class is at the entry or trainee level. Employees in this classification often work as part of a crew and under immediate or relatively close supervision.

### ESSENTIAL FUNCTIONS:

1. Inspects and/or repairs booster pumping stations, meters, streets, airport runways and lighting, drainage systems and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly.
2. Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
3. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
4. Contacts residents and business owners in area where services will be disconnected and explains when services will be shut off and how soon it will be turned back on.
5. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
6. Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
7. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
8. Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/inductor truck, or backhoe/loader.
9. Performs all duties in conformance to appropriate safety and security standards.
10. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

11. Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, and fire hydrants. Assists in shutting off broken sections of water mains.
12. Assists in the training of lower-level employees to increase their skills in the maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
13. Services water supply, sewer lifts and other pumps.
14. Operates a variety of power construction and maintenance equipment used in the water, sewer, and street department.
15. May occasionally be assigned to help in other departments with such items as building maintenance, helping to move equipment, counters, files, etc. at the discretion of the Public Works Director.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

##### *Knowledge of:*

- Appropriate use and maintenance of hand and power tools, and other equipment common to basic laborer tasks.
- Basic laborer tasks such as use of shovel, rake, construction of basic cement forms, etc.;
- Basic lawn, field, and/or tree and plant maintenance techniques.
- Basic cleaning and refuse removal procedures; and
- Standard streets, grounds, and facilities maintenance and repair procedures.

##### *Skill to:*

- Use maintenance tools, equipment, and supplies in a safe and efficient manner;
- Drive trucks and other vehicles;
- Use hand and basic power tools.

##### *Ability to:*

- Install signs, decorations, and other fixtures;
- Recognize the need to repair or refurbish signs and other fixtures;
- Understand and follow directions;
- Operate aerial platform equipment; and
- Respond to the public and others in a courteous and respectful manner.
- Perform heavy manual tasks for extended periods of time
- Communicate effectively verbally and in writing;
- Establish and maintain effective working relationships with employees, other departments and the public;
- Understand and carry out written and oral instructions.

#### ***Required Certifications and Licenses:***

A valid state driver's license

CDL endorsement to cover operation of public works vehicles is a bonus.

Ability to pass an alcohol and drug test given at random.

***Experience, Education, and Training:***

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduated from High School or hold a GED equivalent. Two years of experience relating to construction, maintenance, or repair.

***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent shoveling, raking, lifting, and loading of heavy objects (up to 100 pounds); physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools; performs manual tasks associated with cleaning or unclogging sewers and/or storm drains.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed