

Maintenance I Job Description

General Purpose

The Maintenance I - Worker was established for the purpose/s of providing maintenance services as needed and/or assigned. Assisting in a wide variety of maintenance activities; addressing immediate operational and /or safety concerns; assisting skilled trades; and ensuring that tools, materials, and vehicles are maintained in good working order and are available at a job site when needed. Grounds maintenance and all aspects of landscape maintenance to an appealing manner.

The work is performed under the direction of the Public Works Director.

Primary Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Essential Duties and Responsibilities: City Maintenance

1. To ensure the City roads and grounds are kept safe and maintained to a degree of standards consistent to City requirements. To ensure streets are properly marked, signed, and lighted.
 - a. Minor repairs of any City Street.
 - b. Mow, weed eat, trim, City grounds, parks as needed.
 - c. Hang or replace all City street signs.
2. To assist other city employees in accomplishing City services as necessary to continue required City services. (i.e., provide for the safety, general welfare, and security of City property and/or Citizens.)
 - a. Locates of city water and sewer lines.
 - b. Assist other Public Utilities in emergency situation.
 - c. Assist the Public Utilities with the construction, repairs, and maintenance of all cities owned utility lines.
 - d. Set meters for new construction.
 - e. Reading of water meters monthly to ensure accuracy of usage.
3. The maintenance person will as the needs arise, survey, maintain, and repair, city streets, grounds, and buildings.
 - a. Maintain all city owned facilities.

Minimum Training and Experience Required to Preform Essential Job Functions

Graduation from high school or GED equivalent.

Must have a valid Missouri driver's license.

Must pass a background check.



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Physical and Mental Abilities Required to Perform Essential Job Functions

Basic record keeping methods; Department rules and regulations; Appropriate safety precautions and procedures; Communicate tactfully and effectively with the general public; Understand pertinent procedures and functions quickly and apply them without immediate supervision; Understand problems of the general public concerning building and code enforcement; Read, understand, interpret and apply ordinances governing building and code enforcement; Remain calm in an emotionally charged atmosphere; Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective relationships with those contacted in the course of work.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, orders, wetness, disease and/or dust can cause discomfort and where there is a risk of injury.

Physical: Incumbents require sufficient mobility for walking, standing, sitting, bending, or kneeling for prolonged periods of time. Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents. Hearing: Hear in the normal audio range with or without correction.

The City of Clever is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date