

CITY OF BEREA
POSITION DESCRIPTION

Class Title: Maintenance Worker I

Department: Streets and Facilities

Supervisor: Director of Streets and Facilities or Crew Leader

Supervises: None

Class Characteristics: Performs manual skilled work of a varied nature in the construction, installation, maintenance, repair and/or cleanliness of streets and roads, sidewalks, parking lots, alleys, storm sewers, culverts, ditches, street signs, street lights, trees, shrubs, lawns, and related departmental infrastructure; performs related work as required.

Distinguishing Features of the Class: The work in this class involves performance of a variety of manual and semi-skilled labor of routine and moderate difficulty. Work is physically demanding, involving heavy lifting, shoveling, digging, etc. for extended periods of time during all weather conditions.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Assists in construction, installation, maintenance and/or cleanliness of city facilities, streets and roads, street lights, sidewalks, parking lots, alleys, storm sewers, culverts, drainage ditches, street signs, barricades, guard rails, etc.
2. Assists with preparing and maintaining required reports and records.
3. Paints and/or cleans facilities as requested.
4. Paints curbs and parking lines.
5. Lays sod; plants trees, flowers, etc.; spreads mulch.
6. Mows grass; cuts weeds, trees and tree limbs.
7. Prepares, installs and/or repairs traffic control signs on all city streets.
8. Sprays weeds and grass with herbicides.
9. Assists with paving streets, parking lots, etc.
10. Uses small motorized equipment and other tools manually.
11. Operates departmental vehicles and equipment after receiving required licensing, training, etc.; cleans and properly stores vehicles and equipment after use.
12. Assists with maintaining inventory of spare parts, etc.
13. Assists in salting/sanding streets and roads; removes snow.
14. Assists in making forms and pouring concrete.
15. Picks up trash, brush, debris, leaves, dead animals, etc.
16. Performs maintenance and/or services departmental vehicles and equipment; may perform mechanic duties for vehicles and equipment assigned to other departments.
17. Hangs and takes down banners, decorations, etc.
18. Works festivals.
19. May perform specialized functions such as block/brick laying, carpentry, plumbing, working with concrete, electrical, etc.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, departmental activities, principles and practices.
2. Knowledge of, or ability to learn, materials, methods, and techniques utilized in the construction, maintenance and operation of departmental activities.
3. Knowledge of, or ability to learn, departmental vehicles and equipment.
4. Knowledge of work hazards and applicable safety precautions associated with departmental equipment and procedures.
5. Knowledge of, or ability to learn, geography of the city.
6. Knowledge of, or ability to learn, traffic laws, ordinances and regulations involved in operating automotive equipment.
7. Knowledge of, or ability to learn, traffic control and traffic safety.
8. Knowledge of safety practices.

Skills:

1. Communication skills.
2. Skills at operating equipment and vehicles.

Abilities:

1. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
2. Ability to deal courteously and tactfully with the public.
3. Ability to follow oral and written instructions.
4. Ability to establish and maintain working relationship with other city employees.
5. Ability to operate small motorized equipment, and to use other tools manually.
6. Possess mechanical aptitude, manual dexterity, and good physical condition.
7. Ability to complete multiple tasks each day using different tools, equipment and procedures.

ADDITIONAL INFORMATION

Instructions: Instructions are initially detailed and specific, but become less detailed and specific with work experience.

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Processes: Work varies slightly; seldom required to take different or unusual approaches in completing work assignments.

Review of Work: Work is initially reviewed closely, but is reviewed less closely with work

experience.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Operates small motorized equipment and other tools manually (weed eater, shovel, chain saw, drill, rake, jack hammer, ax, press, concrete forms, concrete saw, tractor, bush hog, lawn mower, pick-up truck); operates departmental vehicles and equipment after receiving training, certification, etc.

Physical Requirements of the Job: Work is performed both indoors and outdoors; most work requires exertion of extreme physical effort for extended periods of time, and is completed outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must use departmental equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Light/moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky; must obtain a commercial driver's license during the first year after employment in the class.

Availability: Must be able to respond to calls at all hours.

Certification Requirements: Must complete CPR and first-aid training during first year of employment in the class. May be required to obtain and maintain pesticide certification.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

Overtime Provision: Non-exempt.