

**POSITION:** Maintenance Employee

**FLSA CLASSIFICATION:** Non-Exempt

**FACILITY AND WORK AREA:** Areas generally within Lisbon city limits.

**JOB SUMMARY:** Under general supervision of water/wastewater superintendent and street superintendent. Performs manual labor, semi-skilled work and skilled work involving the operation of all public works departments. Operates light and medium construction and maintenance equipment. Must exhibit an average competency in machinery operations. Performs related work as required.

**JOB FUNCTIONS:** *Examples of Essential Job Functions*

1. Operates trucks, tractors, street sweeper, end loader, backhoe and other necessary equipment to construct, maintain and repair streets and other City utilities.
2. Performs manual labor in the repair and construction of streets including patching and replacing curbs and sidewalks, filing cracks and other related tasks.
3. Operates snow plow, sanding and salting equipment and clears snow and ice from sidewalks and City streets.
4. Operates painting equipment to paint crosswalks, parking spaces, curbs and other street markings.
5. Assists in the operation and repair of the water and wastewater plants and systems.
6. Installs and repairs water and sewer lines, manholes, intakes and hydrants.
7. Operates and equipment to clean sanitary and storm sewers.
8. Reads water meters.
9. Mows grass, cuts brush, trims trees and cleans up City property.
10. Maintains and repairs City equipment.
11. Digs, fills and settles graves at the City and church cemeteries. Maintains cemetery grounds as necessary.
12. Maintains City Park grounds, buildings and equipment. Assists in filling and monitoring the wading pool.
13. Assists in the maintenance and replacement of street signs and markings.

14. Performs duties which may inconvenience others or result in the loss of time, loss of money or dissatisfaction of the public. Performs duties which may cause bodily harm, including death. Performs duties with specific deadlines and time pressures.
15. Notifies necessary personnel of situations within the City.

*Other Duties:*

1. Installs and removes snow fence and holiday decorations.
2. Loads and unloads heavy objects and materials as needed.
3. Performs miscellaneous building repairs and maintenance as needed.
4. Maintains and repairs recreational trail.
5. Assists other City departments as needed.
6. Other duties as apparent or assigned.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

*Required Physical Activities*

balancing, climbing, crawling, crouching, fingering, grasping, hearing, kneeling, lifting, pushing, pulling, reaching, sitting, standing, stooping, talking, walking, repetitive motions.

*Physical Characteristics*

Heavy work requiring exertion of up to 100 pounds (100 lbs.) of force occasionally and exertion of up to fifty pounds (50 lbs.) of force frequently.

*Environmental Conditions*

The work is performed primarily outside and includes seasonal exposure to cold and heat. The employee is exposed to biological, chemical, electrical, explosive, mechanical and traffic hazards. The employee must maintain a significant work pace. The work may expose the employee to unpleasant social situations and irregular work hours.

*Visual Requirements*

Must meet the visual requirements to obtain a valid Commercial Driver's License from the State of Iowa.

## **EQUIPMENT AND MATERIALS USED**

General purpose maintenance equipment and tools, car, truck, dump truck, backhoe, endloader, grader, mower, street sweeper, tractor, air compressor, chainsaw, jackhammer, drilling equipment, welding equipment, crack filler, pressure washer, pumps, hoses, torch, meters, saws, grinders, sledgehammer, axe, concrete tools, asphalt tools, hand tools, ladder, water sewage treatment chemicals, sewage treatment chemicals, measuring equipment, filtration equipment, titration equipment, flow finder, chemical tanks, pH meter, amp meter, thermometer, vehicle maintenance fluids, painting equipment, safety equipment, protective clothes, calculator, telephone, mobile radio, manuals and documents.

## **EMPLOYMENT STANDARDS**

### *Required Knowledge, Skills and Abilities:*

1. Ability to think logically and scientifically to solve problems and ability to solve difficult mathematical problems.
2. Ability to follow written, verbal, technical and diagrammatic instructions.
3. Above average competency in the operation of light, medium and heavy construction and maintenance equipment.
4. Knowledge of laws and regulations involved in equipment operation.
5. Knowledge of occupational and safety hazards and precautions associated with the operation of tools and equipment associated with public works functions.
6. Knowledge of the City's water and sewer main network. Knowledge of the City's street and alley systems.
7. Ability to perform manual labor for extended periods of time, often in adverse weather conditions.
8. Familiarity with the operations and functions of municipal government.
9. Ability to establish and maintain an effective working relationship with co-workers and supervisors.
10. Ability to communicate effectively with the public.

*Education, Training and Experience*

**Required Education -**

High School diploma or equivalent

**Preferred Training/Experience -**

At least two years of experience in public works or the equivalent combination of experience, education and training.

State of Iowa certification as a Grade I water/wastewater operator

**Special Qualifications -**

Ability to obtain a valid Commercial Driver's license

Must be generally available for off-hours emergencies.