

## City of Grand Rapids Job Description

**Job Title:** Maintenance Worker

Department: Public Works

FLSA Status: Non-Exempt

Approved By: City Council

Approved Date: January XX~~27~~, ~~2025~~2026

### **Summary**

Performs semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, responding to after-hour or emergency requests, and related work as apparent or assigned. Work is performed under the moderate supervision of the Public Works Superintendent and the Public Works Director.

### **Essential Duties and Responsibilities**

The duties listed include the following and are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance and facility or other building maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street sweeping or public utilities work.
- ~~Conducts ice or snow control.~~
- ~~Responds to and completes facility or other building maintenance.~~
- ~~Maintains and repairs crosswalks, street signs, markers, and fences.~~
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, trimmers, chainsaws, forklift, snowplow equipment and the street sweeper.
- ~~Repairs concrete or asphalt sidewalks and street pavement hazards.~~
- Performs various tasks related to the maintenance of and best practices for storm water management.
- ~~Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.~~
- ~~Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.~~
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- ~~Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.~~
- ~~Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.~~
- Performs other duties and responsibilities as assigned.

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

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snowplow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.

• ~~If assigned to streets, employees must have the:~~

- ~~Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.~~
- ~~Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.~~

• ~~If assigned to parks, employee must have the:~~

- ~~The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.~~
- ~~Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72" rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.~~

## **Education and/or Experience**

- High school diploma or GED, or equivalent combination of education and experience.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- Experience working in maintenance, public works, utilities, turf, tree or grounds maintenance preferred.
- Safety sensitive position subject to random drug, alcohol, and cannabis testing.

### **Physical Demands**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **JOB DESCRIPTION ACKNOWLEDGMENT FORM**

I acknowledge I have received a copy of the job description for my position as listed below:

**Position:** **Maintenance Worker-I**

**Revision Date:** **January 27xx, 2025**

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I have reviewed this job description, and I understand my job duties and responsibilities. I am able to perform the essential functions of the position of Maintenance Worker-I, as outlined. I understand that this job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

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Employee Signature

Date