

**Job Title:** City Maintenance Worker II  
**Department:** Public Works  
**Supervisor:** Public Works Superintendent

Effective Date: August 2020

### **Description of Work**

General statement of Duties: Performs work assignments on a daily basis for the Street Department, Parks and Recreation Department, and Building and Grounds Maintenance Department as directed by Public Works Superintendent.

**Supervision Received:** Works under the general and technical supervision of the Public Works Superintendent

**Supervision Exercised:** Temporary or part-time workers.

### **Typical Duties Performed**

#### **I. Street Maintenance**

- Performs tasks related to the upkeep and repair of streets such as sweeping, patching, and striping.
- Maintains records related to assigned work, such as maintenance and safety inspections, equipment usage, time usage, etc.
- Attends training and maintains licenses and certificates as required.
- Performs maintenance of street lighting, traffic signs, and markings including replacement, repair, and marking.
- Performs all snow removal operations from streets, alleys and city property
- Trims trees to prevent obstruction of city streets and sidewalks
- Clean storm sewer debris at street level and operate jetter as needed to keep storm sewers open
- Open blocked culverts

#### **II. Building Maintenance**

- Performs tasks related to the repair of city buildings including repair, construction, renovations, etc. Also assists with moving furniture, records, and equipment as required.
- Performs maintenance and safety inspections on facilities
- Performs repairs or arranges for contracted services where applicable
- Maintenance of park shelters, athletic fields, and restrooms
- Cleaning and maintenance of Community Center

#### **III. Grounds Maintenance**

- Mowing and weed spraying of City property as needed.
- Tree trimming as needed on city property

- Repairs and maintains playground and park shelter equipment in city parks
- Pick up debris and empty trash cans as needed, weekly during the summer
- Mow and cleanup other properties as the city receives complaints about same

**IV. Equipment Maintenance**

- Operates light equipment and performs maintenance and repair on assigned equipment.
- Operates powered and non-powered hand tools.

**Additional Responsibilities**

- 1) Supervise part time seasonal employees and volunteer workers as assigned.
- 2) Organize and maintain city shop
- 3) Monitor brush pile
- 4) Open and close streets for sewer & water repair or hookups
- 5) Set up and dismantle Carnival stands and benches
- 6) Perform custodial needs and maintenance of city buildings as needed
- 7) Assist Peopleservice with emergency repairs.
- 8) Other duties as assigned

**Knowledge, Skills, and Abilities**

- 1) Ability to operate city equipment in a safe manner
- 2) Ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity
- 3) Ability to work in weather extremes for extended periods of time
- 4) Ability to communicate effectively with residents, coworkers, contractors and elected officials

**Minimum Qualifications**

- 1) High school diploma or equivalent.
- 2) Class B driver license ~~or ability to obtain one within 6 months.~~
- 3) Demonstrate aptitude in the operation, repair, and maintenance of typical department equipment
- 4) Ability to perform “on-call” duty and respond to emergency situations as required

Employee’s signature: \_\_\_\_\_

(This position description accurately reflects my current job)

Date: \_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_

(This position description accurately reflects the employee’s current job)

Date \_\_\_\_\_