

**CITY OF PERRY
JOB DESCRIPTION**

Title: Municipal Maintenance Worker

Department: Public Works

Date: February 2019

Reports: Public Works Director, Deputy Public Works Director, and Municipal Maintenance Supervisor

FLSA: Non-Exempt

PURPOSE OF POSITION

Under general supervision of Public Works Director, Deputy Public Works Director, and Municipal Maintenance Supervisor, and functioning as part of the Public Works team, provides required emergency, cyclic or seasonal municipal services relating to the maintenance and repair of city infrastructures including streets, public buildings, sidewalks, and right of way. Performs any combination of laboring, equipment operation, semi-skilled building and mechanical trade assignments involving the maintenance and repair of streets, premises and property of the municipality and the provision of scheduled and emergency services within the Public Works Department according to seasonal requirements.

SUPERVISION RECEIVED

Works under the direct policy, guidance, and direction of the Public Works Director, Deputy Public Works Director, and Municipal Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Maintains city roads and streets. Seals cracks and makes repairs using concrete and/or asphalt.

Repairs and replaces curb, gutter, sidewalk including the building and setting of forms, pouring of concrete and finishing; repair of potholes, manholes, storm sewers, catch basins; cuts out cement or blacktop using concrete saw.

Digs, spreads and levels dirt, sand, and gravel using hand and power tools; lifts, carries and holds materials, cleans tools, equipment, materials and work areas.

Mixes, pours and spreads concrete, asphalt, gravel and other materials using hand and power tools.

Cleans and repairs catch basins, manholes, culverts and storm drains using public works equipment, hand and power tools.

Operates/services front-end loader, backhoe, tractors, mowers, street sweeper, dump trucks, concrete saw, asphalt roller, skid loader, aerial truck, pickup trucks, and related public works equipment; assists in the repair and maintenance of public works and other municipal vehicles and related equipment; checks gas, oil and fluids; washes vehicles.

Trims and removes trees and brush using aerial lift truck, chainsaw and chipper (if available); removes fallen branches and other objects which are hazardous to public safety.

Removes snow, applies salt and/or sand to streets and sidewalks using pickups, dump trucks, endloaders, snow blowers and related equipment.

Operates trucks equipped with dump body to transport loose materials such as sand, gravel, crushed rocks and related materials to job site; loads truck by hand or by operating mechanical loader.

Transports and erects barricades, warning lights and snow fences to protect the public from hazardous conditions.

Assists in other departments performing necessary tasks as needed.

Levels and finishes gravel alleys; maintains shoulders by proper leveling, filling and blading.

Raises and lowers storm/sanitary sewer covers, inspects and repairs and installs storm sewer inlets, culverts, and ditches. Mows and sprays road shoulders, ditches and right of way to control weeds and vegetation (spray license is required is asked to perform).

Paints crosswalks, curbs, parking stalls, and related areas to facilitate motor and pedestrian traffic using spray guns.

Maintains and repairs buildings, equipment and facilities utilizing basic skills associated with the construction and mechanical maintenance trades (carpentry, plumbing, electrical, masonry, painting, etc.)

Installs and maintains traffic signs and markers in accordance with the manual on Uniform Traffic Control Devices; uses aerial lift truck to install and repair traffic lights; hangs signs and special event decorations on municipal facilities and premises using hand and power tools.

Suggests ways to improve the efficiency and effectiveness in the areas of responsibility. Responds to emergency and on-call situations in a timely fashion.

Part of an on-call rotation with other Municipal Maintenance Workers where they carry an on-call cell phone and respond to after emergencies. On call rotation from Monday to Monday every 4-6 weeks.

Employee must follow and abide by all safety rules and procedures as outlined by the City of Perry.

Employee is to attend all safety training as required under OSHA and/or the City of Perry.

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

OTHER DUTIES AND RESPONSIBILITIES

Preference will be given to candidate with one or more of the following demonstrated skills.

Operating heavy equipment

Auto/diesel repairs

Welding

Concrete finishing

Pesticide and/or herbicide spray license

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High School diploma or GED. Must obtain a valid Iowa Class B CDL License within 60 days of hire.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Most work is performed outside. Work involves lifting, pushing, pulling, carrying refuse materials used in public works maintenance and construction tasks such as jackhammers weighing 100 lbs or more, and intermittent periods of sustained physical activity involving climbing, crawling, bending, stooping, crouching. Requires clarity of vision 20 ft. or more, good depth perception and field of vision in order to operate various kinds of refuse collection motorized equipment as well as eye/hand/foot coordination, manual and finger dexterity, acceptable hearing and related cognitive abilities.

Cognitive Demands

Knowledge of the materials, equipment, tools used in refuse collection; knowledge of the operating characteristics of heavy and specialized equipment, potential hazards and safety precautions; ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance and repair of various types of refuse collection equipment and building structures and premises; ability to follow written and oral directions; ability to deal with problems involving concrete variables in standardized situations.

Language Ability and Interpersonal Communications

Requires basic human relations skills in talking and/or signaling people to convey basic program information. Receiving and acting upon the instructions or orders of another person. Requires the ability to speak the English language using proper emphasis, variations and tense in the exchange of information. Ability to develop and maintain effective working relationships with other employees and the general public.

Must pass a pre-employment physical and drug screen at Dallas County Hospital paid for by the City of Perry prior to job acceptance.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described herein.

Employee Signature	Date	Department Approval	Date
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The City of Perry is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Perry will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representative.