



Public Works Maintenance Worker

Position Title	Public Works Maintenance Worker
Department	Public Works
FLSA	Hourly
Supervisor's Job Title	Maintenance Crew Leader

SUMMARY

The person in this position performs a variety of semi-skilled and skilled tasks and is responsible for maintaining City streets, city-owned buildings, infrastructure, and parks. They must be able to work independently and in a team environment with a positive attitude towards the public and co-workers. This position is under the direction of the maintenance supervisor.

DUTIES AND RESPONSIBILITIES

1. General labor, including but not limited to the upkeep and cleaning of city owned facilities, i.e., buildings, city parks and grounds.
2. Skills include operating commercial vehicles, power tools, hand, tools, lawn equipment, snow removal equipment.
3. Seasonal duties will include but not be limited to mosquito control (fogging), snow removal, lawn care and landscaping.
4. Employee shall be skilled in buildings and grounds maintenance, park maintenance,
5. Employee shall be skilled in street repair including pothole patching, and crack sealing.
6. Employee skills must include the operation of heavy machinery and equipment (i.e., backhoe, dump trucks, front-end loader, and lawn & garden equipment.
7. Good to have general knowledge in electrical repair, plumbing, HVAC, carpentry and painting, landscaping, welding, and masonry.
8. Must have knowledge in the operation, maintenance, care & upkeep, and safe operation of equipment used by the Public Works Department
9. Report all down time and any problems to his/her supervisor
10. Attend job-related training sessions as directed.
11. Maintains a friendly and working relationship with co-workers, public officials, and the public.
12. Employee report directly to the Maintenance Crew Leader.

WORKING ENVIRONMENT

1. Work will be done in all types of weather - both inside and outside
2. There is the potential for exposure to high levels of pollen, dust and other irritants typically encountered in outside conditions and Public Works garages.
3. There is the potential of working around moving traffic.
4. While working in the Public Works Garage there is the potential for loud noise, hazardous and flammable chemicals and running equipment.

5. Employees are required to always wear uniform and safety shoes.
6. This position requires you to sit while studying or preparing reports; bend, squat, climb, kneel, or twist when performing installations. You will also be required to perform simple power grasping, pushing, pulling, and fine manipulations, lift or carry weight of 75 pounds or less

PHYSICAL DEMANDS

1. Employee will be required to perform work in all types of weather for long periods of standing and sitting when operating lawn and snow removal equipment, driving trucks, operating chipper, and construction equipment.
2. Employee must be able to push, pull or lift approximately 75 pounds
3. Employee will be required to work around machinery, industrial cleaners, paint fumes, flammable liquids, pesticides, and fuel gases.
4. Employee will be required to wear safety shoes, safety helmet, eyewear, and hearing protectors.

SPECIAL REQUIREMENTS

1. Satisfactory Police record check.
2. Satisfactory Drug Test
3. Previous Employment Verification
4. Valid Driver's License

TRAINING, EDUCATION AND EXPERIENCE

High School Diploma or equivalent with technical or college course work in building/facilities repair and automotive/small engine repair. One (1) to two (2) years' experience in any of the areas would be a plus.

THIS POSITION DESCRIPTION AND EXAMPLES OF DUTIES ARE REPRESENTATIVE IN NATURE AND IN NO WAY IMPLY THAT THEY ARE THE ONLY DUTIES WHICH MAY BE ASSIGNED.

The City retains the discretion to add or change the duties of this position at any time.

This position is "at will" which means that either party may voluntarily terminate the employment relationship at any time, and there is not promise of employment for a definite duration.

The City of Black Jack is an Equal Employment Opportunity Employer

Approved: _____ by Personnel Policy Committee

Revised 8/24/2023