

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Maintenance Worker I

Dept/Div: Public Works/Streets

Supervisor: Street Supervisor

Supervises: None

Grade 18

Class Characteristics: Under general supervision, assists with performing semi-skilled and manual labor work activities in the construction, installation, maintenance and cleanliness of the streets, roads, alleys, bridges, catch basins, curbs, gutters, sidewalks and bridges; assists other departments as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with construction, installation, maintenance and cleanliness of the streets, roads, alleys, bridges, catch basins, curbs, storm drains, gutters, sidewalks and bridges.
2. Paints curbs, street dividing lines, parking lots, etc.
3. Cuts trees and tree limbs; removes limbs.
4. Plants trees and flowers.
5. Cuts grass, weeds, trees and tree limbs.
6. Installs/replaces street signs.
7. Assists in salting/sanding streets and roads; removes snow.
8. Assists in pouring concrete and making forms.
9. May perform carpentry and/or plumbing duties.
10. Assists with keeping equipment in working order; services equipment and assists with performing preventive maintenance on equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors.
11. Cleans vehicles, equipment and tools after use.
12. Assists other crews, divisions and departments on a regular basis as requested.
13. May operate vehicles and equipment assigned to the division after appropriate training, certification, licensing, etc.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: No education or work experience requirements; however, must be able to follow oral and written instructions. Must have high school diploma (or GED) in order to be considered for promotion to a position above entry level, including Maintenance Worker II.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, vehicles, materials, methods and techniques used in construction, installation, maintenance and cleanliness of streets, roads, culverts, storm sewers, etc.
2. Knowledge of, or ability to learn, the functions, servicing and maintenance requirements of departmental mechanical equipment and machinery.
3. Knowledge of, or ability to learn, the geography of the service area.
4. Knowledge of, or ability to learn, work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety standards.
5. Knowledge of carpentry, concrete, etc.
6. Knowledge of traffic laws.

Abilities:

1. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
2. Ability to operate motorized vehicles and equipment.
3. Ability to assist with equipment and vehicle maintenance and servicing program, including preventive maintenance.
4. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc.
5. Ability to detect mechanical problems and make minor repairs.
6. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors for extended periods of time regardless of weather conditions; must operate vehicle; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Must use motorized and hand tools assigned to the division; must operate vehicles after receiving training, certification, etc.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess a valid drivers license issued by the Commonwealth of Kentucky; must obtain commercial drivers license during first year of employment in the class, and must maintain commercial drivers license throughout employment in the class.

Certification Requirements: None.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. upon possession of a commercial drivers license, must participate in the City's drug and alcohol testing program in order to maintain commercial drivers license.

Overtime Provision: Non-exempt.