

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Police Department Maintenance Worker I

Dept/Div: Police/Administration

Supervisor: Code Enforcement Division Supervisor

Supervises: None

Grade: 19

Class Characteristics: Under general supervision, assists with the operation and maintenance of the police department campus, other city owned buildings, and grounds as necessary; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in general maintenance of police department campus to include landscaping care and some janitorial duties.
2. Assists in maintaining campus by cutting trees and tree limbs, fertilizes grass, removes trash or other debris as needed, rakes and disposes of leaves.
3. Operates light motorized equipment and manual tools (mower, weed-eaters, shovels, picks, etc.) in maintaining police department grounds / campus.
4. Maintains sidewalks, parking lots and entryways in winter weather by removing ice and snow.
5. Performs mowing and weed eating of police department grounds and assists with watering of summer flowers, shrubs, and trees.
6. Assists with light maintenance of police department buildings, checks and replaces light bulbs, does minor construction projects, informs Superintendent of any major issues as observed.
7. Performs proper maintenance (including preventive maintenance) on vehicles and equipment as scheduled; makes minor repairs on equipment.
8. Maintains clean and sanitary vehicle and /or equipment.
9. Performs litter abatement per the grant program allotted to the City.
10. Performs related duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: No work experience requirements; however, must be able to follow oral and written instructions. Must have a high school diploma (or GED) in order

to be considered for the position of Maintenance Worker I.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the equipment, methods, practices and procedures used in the operation and maintenance of the police department campus.
2. Knowledge of building maintenance.
3. Knowledge of routine grounds keeping.
4. Knowledge of the operation and maintenance of vehicles and equipment.
5. Knowledge of work hazards and applicable safety procedures.

Abilities:

1. Ability to recognize operating deficiencies and make minor operating adjustments independently.
2. Ability to follow oral and written instructions.
3. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
4. Possess mechanical aptitude, manual dexterity, and good physical condition.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work covered specifically, but must use own judgment most of the time and be able to work independently.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get tasks completed.

Review of Work: Work is reviewed as it is being completed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must operate vehicle and equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, exposed to confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Zero turn mower, tractor, pickup, push mowers, weed trimmer, pressure washer, small motorized equipment, manual hand tools, pull behind trailers, etc.

Police Department Maintenance Worker I, page 3

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: No use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: None.

Additional Requirements: Must be able to work on weekends and be able to respond to calls in emergency situations at all hours. Must participate in the City's drug and alcohol testing program, in order to maintain employment.

Overtime Provision: Non-exempt.

Adopted June 13, 2022