



**Job Title:** Maintenance Worker I  
**Department:** Public Works  
**Direct Supervisor:** Street Superintendent

---

### **General Purpose**

The position performs semi-skilled maintenance and repair tasks for the City. Responsible for maintenance, construction and repair of City streets, rights-of-way, sidewalks, buildings or related facilities. Performs duties in a manner that encourages good public relations and instills trust and respect within the community. Work assignments may be in any of the maintenance program areas including, but not limited to HVAC ,buildings , streets, and sign shop.

### **Essential Duties**

#### Standard

- Paint city buildings and facilities.
- Assist skilled personnel in areas of carpentry, plumbing, pipefitting, HVAC and minor electrical and other mechanical work.
- Performs tasks manually or using equipment related to maintenance of streets, sidewalks and storm water inlets and grates in the City.
- Performs tasks to cut and break pavement, for removal to perform street repair.
- Digs hauls, and shovels soil, sand, gravel, asphalt, concrete, etc. and rakes and tamps asphalt as part of street maintenance duties.
- Places and removes cones and traffic barricades as warning devices to secure safety at work sites, directs traffic when necessary.
- Assists in forming, mixing, pouring, troweling and finishing concrete and masonry used in maintenance jobs.
- Assists with the installation and repair of street signs and the layout and painting of pavement striping and marking.
- Installs concrete form work for streets and sidewalks.
- Performs activities related to snow cleanup to include operating snowplow truck, spreading chemicals, and shoveling as assigned.
- Assists in trimming and cutting trees and shrubbery, removing tree trunks and shrubbery, and shredding plant debris.

### **Essential Duties (continued)**

- Performs activities related to installation and clean up after special events, disasters, accidents, and other events.
- Sweeps and shovels debris and litter, moving heavy objects and loading into trucks.
- Assists with routine maintenance of power equipment and vehicles.
- Performs “pre-trip” safety check of vehicle on a daily basis.
- Performs other duties within Public Works as assigned.
- Encourages and makes recommendations for efficiencies, processes, etc. which will deliver either quality and cost savings improvements within the department and across the City.
- Other duties as assigned.

### **Education, Experience & Training for Performing Essential Functions**

High school diploma/GED required. Minimum two years of related work experience. Valid Class E license required with ability to obtain the required Class B CDL with air brakes endorsement within three months. HVAC experience or electrical training is a plus. Possess the ability to understand and follow oral and written instructions.

### **Work Environment and Physical Demands**

Ability to work evenings and nights. Ability to work overtime including weekends and holidays if needed. Frequently assumes positions of stooping, kneeling, crawling, crouching, squatting, twisting and climbing, sometimes in confined spaces. Ability to sit, stand and walk. Ability to use hands and arms to reach and lift as coordinated or independent functions. Perform heavy manual labor for sustained periods of time. Exert physical strength necessary to operate all equipment used in daily departmental activities. Lift 50 pounds on a normal basis. Exposure to outdoor weather conditions, chemicals, loud noises, electrical hazards, and dust.

---

*A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.*