



# JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b><u>MAINTENANCE WORKER I</u></b>
DEPARTMENT:	PUBLIC WORKS
REPORTS TO:	PUBLIC WORKS DIRECTOR/SUPERVISOR/FOREMAN
SUPERVISES:	NONE
STARTING SALARY:	\$19.00 – 20.00 Hourly

## **POSITION PURPOSE/SUMMARY**

This person performs a variety of semi-skilled and skilled services for the Public Works Department, including, but not limited to, driving the sanitation truck, operating light to heavy equipment, and repairing and maintaining equipment used in Public Works operations.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations while representing the City of Mills; this should be accomplished by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Manual labor tasks per assigned workgroups, which may include hand shoveling dirt and/or snow, snow blowing, grounds maintenance, aeration, watering, sweeping, weeding, mowing, ladder climbing, cleaning, litter pick-up, trash collection, and object lifting and loading/unloading.
- Maintains street, water, sewer, and sanitation systems as assigned and under the direction of licensed water/sewer operators.
- Cleans and services equipment on a regular basis or at the direction of fleet maintenance.
- Drives truck for hauling material and/or snow removal and may be assigned to the operation of light and heavy equipment.
- Replaces, repairs, and installs street signs and may assist in monitoring supply levels.
- Helps clean and organize the maintenance shop and may be assigned to litter pickup along public areas, gutters, and fence lines. May assist or be assigned to other housekeeping activities.
- Performs other related duties as needed.
- Rotates 24-hour on-call status with other employees.

## **WORKING CONDITIONS**

Work is normally performed in an outside environment subject to weather conditions and exposure to a variety of vehicles, equipment, and confined spaces. Heavy lifting is required.

**JOB TITLE:                      MAINTENANCE WORKER I    (cont.)**

**PHYSICAL REQUIREMENTS**

- Ability to perform heavy physical work and to lift and carry up to 100 pounds
- Ability to stand, walk, sit, bend, kneel, twist, crawl, ride, push, pull, and perform a variety of similar body movements.
- Possess hand/eye/foot coordination adequate to operate various tools, equipment, and a vehicle.

**KNOWLEDGE, ABILITIES, AND SKILLS FOR SUCCESS**

- Ability to operate assigned equipment.
- Ability to perform strenuous labor activities.
- Knowledge of the use and maintenance of light and heavy equipment.
- Ability to ensure compliance with and follow standard safety practices.
- Ability to follow written and verbal instructions.
- Ability to establish and maintain an effective working relationship with co-workers, other agencies, and the public.

**QUALIFICATIONS REQUIRED**

Graduation from an accredited high school or General Education Development (GED) supplemented with work experience necessary to perform this job successfully.

Certification and licenses required within (six) 6 Months of hire: State of Wyoming class B CDL. Driving records MUST be free from serious or frequent violations.

Possession of, or ability to obtain, a Wyoming Pesticide Applicator's License within one (1) year of hire is preferred.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absence or relief, equalize peak work periods, or balance the workload.

07/16/2024