

# **CITY OF ARCADE**

Date 4/21/2023

**JOB TITLE:** MAINTENANCE WORKER

**DIVISION:** PARKS, ROADS & GROUNDS

**REPORTS TO:** CITY ADMINISTRATOR

## **JOB SUMMARY:**

Performs skilled manual labor maintaining city roadways, buildings, park, and grounds. Operates light to medium size tractor and construction equipment; mowers; hand and power tools and performs general maintenance, carpentry, plumbing and electrical work. Weekend overtime work will be required when park rentals are in place. On-call work may be required in emergencies and during weather-related situations.

## **MAJOR JOB RESPONSIBILITIES:**

Ensures all roadways located within the city limits of Arcade are well kept, clean of debris, and safe for all drivers. The Rights-Of-Way located alongside these roads are to be kept free from debris and trash.

The Public Safety Building, City Hall, Maintenance Shop, City Park restrooms and pavilion, and any other City owned buildings are to be kept clean. This would include but not be limited to emptying trash, vacuuming, mopping, dusting, cleaning toilets, sinks and urinals, replenishing supplies in restrooms and any other cleaning needed that may arise. The grounds around City buildings are to be kept clean and maintained as well.

All equipment is to be kept in excellent working order and is to be kept clean and maintained. Any minor repairs that are within knowledge are also to be conducted.

Safety equipment is to be utilized at all times regardless of the task. This would include but not be limited to when using the chain saw, weed eater, lawn mower, blowers, and tractor. Hearing and eye protection, gloves, and water coolers will be provided to the employee by the City of Arcade.

Performs plumbing, electrical and carpentry construction and maintenance tasks on all City owned facilities.

Paints signs and buildings as needed or assigned.

Cuts grass, trims trees and hedges; plants and maintains grass, shrubs, and trees as needed.

Full-time employees will be required to wear the department issued uniforms. The uniforms need to be kept as neat and clean as possible and must be worn at all times while the employee is on duty. Part-time employees must wear clean, neat shirts, and long pants. All employees are required to wear work boots and have shirts on at all times while on duty.

Performs road maintenance as required. This would include but not be limited to filling potholes, picking up dead animals, repairing shoulders, responding to complaints, etc., picking up gravel, assessing road problems and making a recommendation for corrective action.

Performs other related duties as required.

**MATERIALS AND EQUIPMENT USED:**

Lawn Mower	Bush hog
Zero turn mower	Tractor
Front end loader	Chain Saw
Weed Eater	Dump Truck
Bob cat	Tillers
Trenchers	Power Hand Tools
Paint Equipment and Supplies	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Ability to read and write.

Two years related experience.

Any equivalent combination of education and experience which provides the minimum of qualifications stated above.

**License and Certifications:**

Valid Class CDL Driver's License and a satisfactory Motor Vehicle Record (MVR).

**Knowledge, Skills, and Abilities:**

Knowledge of traffic rules and safety precautions.

Skills in the operations of light to medium size construction equipment.

Ability to understand and follow oral and written instructions.

Ability to perform skilled repairs and maintenance such as carpentry, electrical and plumbing tasks.

Ability to perform manual labor.

Ability to deal courteously and diplomatically with the public.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.