

# **CITY OF ARCADE**

Date 9/21/2021

**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.

## **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, replenishes supplies in restrooms and any other cleaning needed that may arise. All grounds around City buildings are to be kept cleaned 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 (shorts are acceptable during the summer season). 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 holes on dirt roads, picking up dead animals, repairing shoulders, responding to complaints, etc.; picking up gravel, accessing road problems and making a recommendation for corrective action.

Performs other related duties as required.

Maintenance Worker

**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 I 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.