POSITION GUIDELINES

JOB TITLE: MAINTENANCE WORKER – FULL-TIME

POSITION SUMMARY

The Maintenance Worker position is a skilled and semi-skilled position performing water, wastewater and general maintenance duties. Work involves performing tasks and the operation of various mechanical tools and equipment to maintain the sewer system, water system, street maintenance, city equipment, maintain the City buildings, park maintenance and all city lawn care. This position shall provide assistance on an as needed basis to the fire department as a firefighter and/or EMT based on experience and certification.

Other duties include code enforcement officer, sight obstruction officer, and animal control officer. The public works worker assists in maintaining records of the sewer and water systems and on the Public Works equipment.

The Maintenance Worker is required to be on call to respond to problems that occur after working hours per the schedule.

This position reports directly to the Public Works Director and Mayor. The Maintenance Worker will maintain a verbal relationship with the Mayor and Council on the happenings of the City and carry out duties of Public Works Director when the Director is off duty.

This is a full-time and KPERS eligible position.

GENERAL AREAS OF ACCOUNTABILITY

- FINANCE: Makes recommendations to the Public Works Director on purchases and programs to improve the sewer system, water system, and other maintenance areas. Researches and receives quotes for expenditures. Performs and updates inventory systems of equipment, parts and supplies.

- MAINTENANCE – Performs maintenance and repair on city vehicles and equipment. Maintains city equipment shed, library park grounds and any of the City property. Responds to work orders in the order of importance when received.

- GROUNDS KEEPING–Assist in semi-skilled building and ground maintenance tasks, such as making minor repairs to office furniture, windows, rough carpentry, plumbing work, painting, and minor electrical repair work, carpentry task, operating lawn mowers, edger repairing irrigation equipment and trash maintenance of city property. Maintains the grounds at the sewer lagoons, well

houses, tower, and lift stations. Mow and maintains all street rights-of-way and cleans culverts as needed for drainage. Perform tree and brush trimming on City grounds and rights-of-ways. Mows overgrown vacant lots as requested by the Zoning Administrator.

- UTILITIES – Maintain water and sewer system operations, takes lab samples to meet state requirements and perform daily reports. Monitors, repairs, all infrastructure being well houses, tower, chlorinators, chlorine analyzers, lift stations, and generators. Performs monthly water meter readings, shut offs, and line locates. Maintain storm sewer drains; monitor, and repair sewer lift stations. Inspect all new sewer hook-ups and coordinate installation and hook up of all new water connections. Maintains "high water" warning siren on 7th Street and Chicago.

- STREETS – Assists in grading, patching, sanding, paving, sealing, deicing, snow removal and clearing streets and/or alley rights-of-way. Assist in installing and repairing of street and traffic signs. Perform street cleaning as assigned by the Public Works Director or Mayor. Performs driveway and "Clean Street" inspections on new or refurbish driveway construction.

- RECORDS KEEPING – Maintains daily records of the water and sewer systems.

- CODE ENFORCEMENT/COMPLIANCE OFFICER-Performs inspections on zoning complaints and information reporting findings to the Zoning Administrator. Performs inspections on probable sight obstructions and informs citizens when a sign obstruction occurs.

- ANIMAL CONTROL-Acts as the Animal Control officer under the direction of the Public Works Director. Assist with dog capture, confinement at the City kennel, notifies owners and issues warning and/or tickets for dogs running at large.

REQUIREMENTS OF WORK

- Thorough knowledge of methods, tools, equipment and materials used in the operation of the storm sewer, sanitary sewer and water treatment based on federal, state and local laws.
- Ability to operate equipment such as the road grader, tractor, generator, dump truck and mowers.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand the Zoning Regulations, Sight Obstruction and Animal Control Ordinances.
- Ability to plan and organize work schedules
- Thorough knowledge and application of first aid/EMT and/or firefighter skills

- Carry a city provided cell phone when required and be available for emergency calls.
- Perform selected weekly and weekend duties as scheduled by the Public Works Director.

EDUCATON

- High School Diploma or equivalent

TRAINING AND MEMBERSHIP

- Possess a valid Kansas driver's license preferably a CDL license.
- Possess a Class 2 wastewater operation certificate – preferred but not necessary
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- Attend seminars and conference for safety, operations and other training as necessary as approved by the Council.
- Mental and visual alertness and good health with the ability to perform hard labor.
- Possess a Firefighter 1 or EMT certification – preferred but not necessary

Approved by the Council: 2/10/03
Reviewed by the Council: 11/14/05
Reviewed by the Council: 11/21/16
Reviewed 1/16/19
Approved by the Council: 1/27/22