

CITY OF DENISON MAINTENANCE WORKER I

Reports To: Street Superintendent, Assistant Superintendent

FLSA Status: Non-Exempt

Approved By: _____

Approved Date: _____

Summary

Operates one or more types of light automotive equipment and performs a variety of routine unskilled manual labor tasks.

Essential Duties and Responsibilities

Other duties may be assigned.

- Drives truck and loads fallen tree limbs and roadside trash onto truck and delivers refuse to landfill
- Operates snow removal equipment to maintain streets, sidewalks, and driveway
- Removes and replaces damaged traffic signs
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete
- Operates a truck, tractor, and light automotive equipment
- Repairs or replaces concrete
- Cleans buildings, washes windows, and empties trashcans
- Maintains and repairs wood parts of buildings
- Paints interior and exterior walls and trim
- Cuts grass and trims weeds on city property
- Weed, mulch, and maintain city-owned landscaping, planting beds, and nodes

Education and/or Experience

- High school diploma or general education degree (GED)
- 1-3 months related experience and/or training, or equivalent combination of education and experience

Certificates, Licenses, Registrations

- Current driver's license, good driving record, CDL license or ability to obtain CDL license within 6 months of hire

Supervisory Responsibilities

This job has no supervisory responsibilities.

COMMON FOR ALL MAINTENANCE WORKERS WITH PUBLIC WORKS

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - identifies and resolves problems in a timely manner; works well in group problem solving situations
- Customer Service - manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments
- Interpersonal Skills - listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions
- Teamwork - balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed
- Cost Consciousness - works within approved budget; conserves organizational resources
- Diversity - promotes a harassment free environment
- Ethics - treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values
- Organizational Support - follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values
- Judgment - exhibits sound and accurate judgment
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Quality - demonstrates accuracy and thoroughness
- Safety and Security - observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly
- Attendance/Punctuality - is consistently at work and on time; ensures work responsibilities are covered when absent
- Initiative - volunteers readily; asks for and offers help when needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Language Skills - ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Mathematical Skills - ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent; ability to draw and interpret bar graphs
- Reasoning Ability - ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations

- Computer Skills - none listed

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- is regularly required to stand and walk; use hands to finger, handle, or feel; must reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear;
- is frequently required to sit;
- is occasionally required to taste or smell; and
- must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 120 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and vibration.
- The employee is occasionally exposed to high, precarious places.
- The noise level in the work environment is usually loud.