

City of Kechi, Kansas
POSITION DESCRIPTION

JOB TITLE: Maintenance Worker
DEPARTMENT: Public Works

NAME:

IMMEDIATE SUPERVISOR: Director of Public Works / Assistant DPW

ESSENTIAL FUNCTIONS

- I. Maintenance Activities 80% of Time
- A. Mows and sprays the grass, maintains the sports fields, and grounds on a seasonal basis assuring for a clean and safe environment and for positive public relations.
 - B. Maintains playground equipment including painting and repair work assuring that it meets established safety standards.
 - C. Maintains vehicles and buildings assuring that they are in good condition and safe for others to work in and around.
 - D. Assists with asphalt, painting, carpentry, plumbing, and electrical and mechanical projects as needed assuring for completeness and for safety for self and all others.
 - F. Assists with snow removal as needed assuring for availability. Maintains a state of readiness when storms are forecasted.
 - G. Installs and maintains landscaping as requested.
 - H. Assists removing hazardous trees, and prunes trees for safety and work accessibility.
 - I. Uses all types of power equipment to perform necessary projects, as needed assuring for safety.

- II. Miscellaneous Activities 20 % of Time
- A. Conducts preventative and corrective maintenance on all equipment assuring for continuing availability of the equipment and for safety.
 - B. Supervises and trains seasonal grounds crews assuring for professionalism.
 - C. Communicates with citizens, answers questions and is accessible assuring for professionalism.
- III. City Wide Practices
- A. Performs effectively as a member of a team in carrying out the City of Kechi's vision, mission and values assuring for professionalism.
 - B. Works to maintain the City of Kechi's mission for safety which includes maintaining a safe environment for not only the employee, but also co-workers and any public. Reports unsafe work equipment, workstations, practices and procedures, and follows the City's safety policies.
 - C. Maintains awareness and works towards a spirit of cooperation and communication with co-workers and all departments within the City of Kechi assuring for professionalism and courtesy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Average exposure to cramped spaces.
- ◆ Above-Average exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Above-Average amount of overtime/extended work hours required.
- ◆ Above-Average exposure to all types of weather.
- ◆ Above-Average exposure to overtime and extended hours.

PHYSICAL EFFORT

- ◆ Above-Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above-Normal physical agility: ability to maneuver body while in place.
- ◆ Above-Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school or equivalent.
- ◆ Experience and proficiency with grounds assessment, motor vehicle maintenance, small engine repair, painting, carpentry, plumbing, electrical, and lawn mowers.
- ◆ Ability to obtain a Class B CDL.
- ◆ 1 year or more experience in grounds keeping or horticulture.
- ◆ Working knowledge of pesticides and chemical applications.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average interpersonal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

BUSINESS EXPECTATIONS

- ◆ Follows applicable Federal, State and City rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the City.
- ◆ Fosters positive working relationships and accepts new responsibilities.