

City of Swartz Creek
Job Description

Maintenance Worker
Group 1: Public Service I

REVISED: June 10, 2015

FLSA: Non-exempt
Department: Community Services

GENERAL STATEMENT OF DUTIES: Performs skilled manual labor in the maintenance and operation of public facilities, including, but not limited to, sanitary sewer, water supply, storm drainage, streets and grounds.

SUPERVISION RECEIVED: Works under the general and technical direction of the Director of Community Services.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Perform routine inspections and maintenance on public facilities, including lift stations, sewer and water mains, streets, playground equipment and athletic facilities.
2. Plow snow from public streets and parking areas.
3. Remove snow from sidewalks and other pedestrian areas.
4. Inspect and repair street signs and traffic regulatory signs.
5. Inspect and repair sanitary sewer and storm drains.
6. Inspect and repair watermain, valves and connections.
7. Inspect and repair street surfaces.
8. Inspect and repair playgrounds and athletic equipment.
9. Inspect and repair municipal buildings and facilities.
10. Report uncorrected deficiencies to supervisor.
11. Read, record and submit data from utility meters, manually and with automated readers.
12. Trim, cut and remove trees and brush.
13. Operate a brush chipper.
14. Install safety barricades and other warning devices on public streets and grounds.
15. Mow grass and cut brush in public parks and along public rights-of-way
16. Collect and empty trash receptacles from public parks and buildings.
17. Perform operator maintenance on tools and equipment.

18. Attend job related training courses and seminars
19. Perform related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Working knowledge of the practices and procedures used in the maintenance and repair of public facilities, including public water supply, sanitary sewer, storm drains streets and parks.
- Working knowledge of construction methods, materials, and equipment relating to the maintenance and improvement of public facilities.
- Working knowledge of workplace safety policies, practices and procedures.
- Working knowledge of Michigan's employee right to know law, and the use of material safety data sheets.
- Working knowledge of the city's confined space entry policy.
- Ability to communicate clearly and effectively with co-workers, supervisors and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stoop, bend and climb on uneven terrain and in confined spaces, sometimes in inclement weather and at night.
- Ability to lift up to 40 pounds.
- Skill in the use of a respirator.
- Skill in the use of power tools and equipment, such as drills, saws, lawnmowers, snowblowers and chainsaws.
- Skill in the use of hand tools and equipment, such as hammers, saws, shovels and rakes.
- Skill in the operation of motorized equipment in inclement weather, such as dump trucks, snowplow trucks, tractors, and backhoes.
- Working conditions could include exposure to inclement weather, dust, and janitorial chemicals.

MINIMUM QUALIFICATIONS:

Demonstrated ability to follow instructions, work as part of a team and to comply with established policy and procedure. Must be eighteen years of age or older. A Michigan commercial "Group B" operator license required.

This position belongs to the AFSCME 1918-23 bargaining unit and is subject to the bargaining agreement, as amended from time to time, as well as state laws applicable to union representation.