

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Service Maintenance Worker Semi-Skilled	<i>Pay Grade:</i>	SM-2
<i>Department:</i>	Utilities	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	WT and WF Plants	<i>Reports to Position:</i>	Maintenance Supervisor
<i>Effective Date:</i>	February 16, 2022		

JOB SUMMARY

Under immediate supervision maintains plant grounds including over 10 acres of grass cutting at each plant, grass at the river pumping stations, as well as all of the tank sites and booster pump stations; Clean and wash down basins and tanks; assist plant operators in daily operations as needed.

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Assist operators and maintenance workers in maintaining a preventative maintenance program.
- Perform housekeeping duties including taking out wastebaskets, sweeping floors and cleaning restrooms.
- Maintain all buildings associated with the plants and their operations.
- Attends departmental and safety meetings as required.
- May assist in other departments as needed.
- Assist plant operators in daily operations as needed.
- Cleans hand tools and equipment.
- Performs additional duties as assigned.

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma, GED or equivalent training and experience

Experience

Previous experience working at a water plant preferred

Licenses or Certification Required

Valid Driver's License

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Organization and operational procedures of wastewater treatment plant
- Proper operation and maintenance of equipment
- Safety rules and procedures

Ability to:

- Read and comprehend directives, gauges and indicators
- Write with proper grammar to document logs or similar non-complex forms
- Verbally communicate with supervisors and crew members regarding work related activities
- Perform mathematical calculations
- Operate two-way radio to communicate with other work crews or dispatcher to receive and transmit information
- Automotive maintenance skills to make adjustments and minor repairs to equipment
- Follow instructions and efficiently complete tasks

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be outdoors at the water plants

Physical Demands: See accompanying page for details

Key Working Relationships: Maintenance Supervisor, Wastewater Treatment and Water Filtration employees.

APPROVAL/ACKNOWLEDGEMENT		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Department Head	<u>Utilities Director</u> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Human Resources Director	<u>HR Director</u> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> City Manager	<u>City Manager</u> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Incumbent Employee Printed Name and Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date	

PHYSICAL REQUIREMENTS – Service Maintenance Worker Semi-Skilled

Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
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LIFT/CARRY				
1-10 lbs				X
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			

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EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)				X
Handheld tool/equipment (tamps, weed eaters, shovel)				X

WORK WITH/NEAR				
Machinery				X
Electricity		X		
Power Tools			X	
Impact Tools	X			
Chemicals		X		
Fumes				X
Heights	X			

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat			X	
Extreme Cold			X	
Dusty			X	
Excessive Noise			X	
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	6
Stand	3	6
Walk	3	6

76-100 lbs	X			
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Additional Considerations (including clarification of any of the above)

PUSH/PULL				
1-10 lbs				X
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/Twist				X
Crouch/Squat				X
Kneel/Crawl				X
Reach Above Shoulders			X	

Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping			X	
b) squeezing			X	
Climb Stairs/Ladder			X	
Uneven Walking Surface				X
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	