

**POSITION: MAINTENANCE EMPLOYEE**

Reports to: Maintenance Supervisor

FLSA Status: Non-Exempt

**SUMMARY:** The **Maintenance Employee** is hired by the City Council and performs manual work of a semi – skilled nature involving the operation of various types of light and heavy equipment used for maintenance and construction work. Duties are frequently routine but are normally performed with some degree of independence under supervision of the Maintenance Supervisor.

**ESSENTIAL FUNCTIONS:**

**1. Duties and Responsibilities**

- Operates light and heavy equipment including but not limited to city vehicles, trucks, tractors, power mowers, street sweeper, snowplow, dump truck, backhoe and front end loader and similar equipment.
- Performs maintenance, cleaning and repairs of city vehicles, equipment, streets, park facilities, City buildings, and other City facilities.
- Performs general city grounds maintenance to include lawn care, mowing, trimming or removing of trees, cutting or burning of weeds and spraying pesticides and herbicides.
- Assists with street repair activities, including cold and hot mix asphalt patching, resurfacing, and seal coating of City streets; crack sealing and concrete repair;
- Performs snow and ice removal including plowing, sanding, loading trucks, hauling snow, and shoveling city sidewalks.
- Maintains city's storm drainage systems.
- Performs minor painting, plumbing, carpentry and masonry work.
- Assists with maintenance and repair of equipment and facilities in the water distribution system and sewage collection system.
- Installs, repairs and maintains water meter equipment and fire hydrants.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Assists in any other work as directed by the Maintenance Supervisor or City Council.

**2. Public Relations**

- Provide information to the public as needed
- Respond to customer inquiries, complaints and concerns
- Represent the City as required in meetings with federal, state, and local officials

**OTHER FUNCTIONS:**

- Perform other duties, projects and tasks as may be required by the Maintenance Supervisor and/or City Council and assists to assure the success of City operations and services

**QUALIFICATIONS AND REQUIREMENTS:**

**1. Education and Work Experience**

- Graduation from high school or GED certification.
- Experience in general maintenance and light and heavy equipment operations.

**2. Skills, Knowledge and Abilities**

- Knowledge of the occupational hazards connected with chemical sprays, chlorine, machinery, electricity, and general maintenance and construction operations.
- Knowledge of street maintenance.
- Knowledge of water, wastewater, and storm sewer systems.
- Knowledge and mechanical ability of tools and methods used in making minor carpentry, plumbing, electrical, painting, and equipment repairs.
- Knowledge and ability of correct operation of trucks, tractors, loaders, and other power driven equipment.
- Ability to establish and maintain effective working relationships with coworkers and the general public.

- Ability to follow routine verbal and written instructions.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Knowledge of office technology and use applications including Word, e-mail and internet.
- Must have effective interpersonal skills, with the ability to adapt to various situations and people

**3. Physical Capabilities**

- Work is primarily performed outdoors
- Ability to perform heavy manual labor; including lifting up to 50+ pounds, stooping reaching, standing, sitting, walking, pushing, pulling, working aloft and withstanding exposure to variable weather conditions as may be required.
- Exposure to direct sunlight of extended periods of time is likely
- Requires some travel to business meetings, conferences or worksites
- Must be able to operate normal office equipment.

**4. Additional Requirements**

- Safe valid driver's license and a current CDL or ability to obtain one

**NOTE:**

- The City of Harrisburg is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the City of Harrisburg will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the Finance Officer at any time.

**ACKNOWLEDGEMENT:**

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

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Employee

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Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

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Supervisor

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Date