

Job Description:	MAINTENANCE WORKER	Job Number 123
FLSA Status:	Non-Exempt / Classified	Revised Jul-2003 Revised Apr-28-2004 Revised Nov-19-2009 Revised Feb-09-2012 Revised Jun-27-2018 Revised Jan.27-2021
Reports to:	Assistant Director of Public Utilities Assistant Director of Public Works	

The purpose of this position is to maintain the City’s grounds, streets, buildings, mechanical equipment, and water and wastewater plants and distribution and collection systems by providing manual and physical labor in the assigned division.

Essential Functions:

1. Maintains turf and landscaping areas on city property by operating turf maintenance equipment such as lawn mowers, handsaws, clippers, shovels, chain saws, tree trimmers, and hoes.
2. Maintains city-owned facilities by changing lighting fixtures or bulbs; assisting in the repair of plumbing, heating, ventilation, and air-conditioning equipment; performing general carpentry; painting; cleaning interior and exterior of facilities; general janitorial; etc.
3. Keeps roadways in safe condition for motorists by operating power-driven machinery jack hammers, tampers and other similar equipment; patching holes and overlaying new asphalt; removing and laying brick; maintaining curbs, berms, and easements; and providing traffic control during maintenance.
4. Provides preventive maintenance on department vehicles and equipment by changing oil, filters, light bulbs, belts, etc.
5. Maintains and repairs storm drains and drainage tiles by using shovels or operating power-driven machinery such as jack hammers, tampers or other similarly sized equipment.
6. Assists in maintaining and repairing water and wastewater utilities, such as pipes, manholes, valves, hydrants, etc. above and below ground by using shovels or operating power-driven machinery such as jack hammers, tampers or other similarly sized equipment.
7. Completes the necessary job reports and maintenance logs.
8. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
9. May require the performance of other essential functions depending upon work location or assignment.
10. May be required to operate the loader portion of a backhoe and skid steer, in storage areas, to load trucks only, without receiving Operator pay.

Required Knowledge, Skills and Abilities:

- a. Knowledge of:
 1. Basic literacy
 2. General use and upkeep of hand and power tools
 3. General methods, practices, tools and materials used in building maintenance and repair work and plumbing
- b. Skilled in:
 1. Safely operating various hand and power tools and motorized vehicles

- c. Ability to:
1. Recognize when something is wrong or is likely to go wrong.
 2. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
 3. Imagine how something will look after it is moved around or when its parts are moved or rearranged.
 4. Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.
 5. Listen to and understand information and ideas presented through spoken words and sentences.
 6. Drive a motor vehicle.
 7. Remember information such as words, numbers, pictures, and procedures
 8. Communicate effectively in writing as appropriate for the needs of the audience
 9. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
 10. Quickly move hand, hand together with arm, or two hands to grasp, manipulate, or assemble objects.
 11. Bend, stretch, twist, or reach with body, arms, and/or legs.
 12. See details at a distance as well as at close range. Judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
 13. Use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
 14. Exert maximum muscle force to lift, push, pull, or carry objects.
 15. Work cooperatively with other City employees.
 16. Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
 17. Satisfactorily pass a pre-employment and random drug screen.
 18. Ability to lift 50 lbs

Acceptable Education, Training and Experience: This is an entry-level position requiring basic literacy and math as obtained through a high school education. The incumbent must possess a valid Ohio driver's license. A commercial driver's license (CDL) must be obtained within the probationary period.

Job Setting: The duties of this position will be performed throughout the City of Mount Vernon. The incumbent may encounter any type of environmental conditions: hot, cold, damp, inside, outside, underground, wet, humid, dry, noisy, dirty, greasy, air-conditioned, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines. May oversee the work assignments of approximately 5 seasonal maintenance workers.

Career Progression	
From:	To: <ul style="list-style-type: none"> - Equipment Operator - Pipe Fitter - Sludge Equipment Operator - Water/Wastewater Plant Operator

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.