

JOB DESCRIPTION

**Public Works
City of Arlington**

Title of Class: Maintenance Worker
Effective Date: October 7, 2013
Pay Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Primarily responsible for performing general maintenance and janitorial services in all City-owned buildings. Also performs routine to skilled manual labor and maintenance work in the Public Works Department and performs related duties as required.

Supervision Received: Works under the general supervision of the Maintenance Supervisor.

Supervision Exercised: None; provides limited work direction over part-time and summer employees.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Building and facilities maintenance and repairs including cleaning, sanitizing and repairing restrooms and other facilities; empty and clean trash receptacles at various locations; floor maintenance, painting, and other building and facility repair and maintenance.
2. Maintain and repair streets including patching potholes, sweeping streets, removing debris, placing cones or barricades around hazards, etc.
3. Operate a variety of public works equipment, including but not limited to a floor scrubber, street sweeper, front end loader, truck, pickup, riding lawn mower, tractor mower, tree snipper, packer/roller, chain saw, etc.
4. Operate trucks, snow blowers, tractors and pay loader to remove snow from all city streets, alleys, and city owned property, along with operating sander and applying salt to roadways and sidewalks.
5. Operate trucks and pay loader to haul dirt, gravel, hot mix, etc.
6. Straighten and replace street signs that are damaged and use a chain saw to trim branches and shrubs that are blocking signs.
7. Assist with maintaining the grounds of the city parks and all other city owned property including mowing, applying fertilizer and weed killer as needed and picking up garbage, branches, bushes, etc.

8. Assist with the installation and removal of Christmas decorations; installs and removes snow fences.
9. Provide limited work direction to summer and part-time employees.
10. Perform shade tree maintenance in the city including removing diseased trees, trimming and planting of new trees.
11. Assist other departments as needed.
12. Assist with the hauling of debris during city clean-up weeks.
13. Clean catch basins as needed.
14. Perform related work as apparent or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. General knowledge of heavy machinery, street sweeping equipment and other public works equipment and vehicles.
2. Working skill in building and grounds maintenance including carpentry, basic plumbing, electrical, painting and staining.
3. Ability to communicate effectively with other city employees and the general public.
4. Ability to operate a bucket truck without a fear of heights.
5. Ability to follow oral and written instructions and to work independently with minimal direction.
6. Working knowledge of traffic laws as they apply to operating trucks and heavy machinery.
7. Considerable ability to see and hear to operate the equipment, to use depth perception when plowing streets, to distinguish color when operating equipment panel lights and to have good night vision when plowing streets at night or early morning.
8. Ability to work evenings, nights, holidays, and/or weekends as needed.
9. Available to be on-call 24/7

PHYSICAL REQUIREMENTS

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 75 pounds. Must be able to perform heavy manual labor for prolonged periods of time under adverse weather conditions. Must be able to respond to a call-out for snow removal or a city emergency within 30 minutes.

MINIMUM QUALIFICATIONS

Must possess and maintain a valid Minnesota Class "B" or higher Commercial Driver's License (or the ability to obtain in one month). Must possess and maintain a valid Class "C" Boiler's License (or the ability to obtain in one year). Experience in general maintenance/janitorial work or construction is preferred.