

CITY OF LOVELOCK

JOB DESCRIPTION

Department: Public Works

Reports to: Public Works Director/Supervisor

FLSA Status: Non-Exempt

Classification:

Date Council Approved: 11/18/08

Created: November 2008

Last Revised: 3/19

PUBLIC WORKS MAINTENANCE WORKER I

DEFINITION

Under general supervision of the Public Works Director and Public Works Maintenance Supervisor performs a variety of unskilled and semiskilled light and heavy manual tasks related to public works, including trash and rubbish pick-up, repair of city streets, sewer lines, and parks throughout the City of Lovelock, and other tasks as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level classification in the Maintenance Worker class series. Employees in this classification often work as part of a crew and under immediate or relatively close supervision. It is distinguished from Maintenance Worker II in that Maintenance Worker II incumbents perform a broader range of semi-skilled work.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Serves as a representative of the City of Lovelock, demonstrating professionalism and courtesy towards fellow employees and the public at all times.
2. Performs skilled maintenance and repair to buildings and grounds such as painting, carpentry, plumbing, electrical, and other unskilled and semi-skilled trades of work.
3. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and pest and weed control of public grounds, parks, and open spaces.
4. Perform any repairs to public building that the City of Lovelock owns.
5. Maintain streets, storm drains and sewers.

6. Installs, maintains, and performs routine and preventive maintenance for parks and playground equipment, and grounds.
7. Assists in setting up and taking down equipment for various programs and events.
8. Installs, maintains, and repairs sprinkler systems.
9. Picks up trash and or yard debris.
10. Assists with any street or curb stripping.
11. Assists with any public works projects as needed.
12. Cleans and maintains restrooms of the City Parks.
13. Operates both large and small riding mowers to maintain grounds areas, parks, public grounds, and road medians.
14. Plants, trims and removes lawns, trees, shrubs and flowers.
15. Documents and reports any needed repairs to immediate supervisor.
16. Follows all safety rules and procedure.

EMPLOYMENT STANDARDS

Knowledge of:

Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility; standard grounds and facility maintenance and repair procedures; basic labor tasks such as use of shove, rake and basic use of construction tools and materials; methods, materials and equipment used in plumbing, heating, irrigation and air conditioning systems. Methods, materials, tools equipment, practices and procedures in repair of streets; safe working methods and safety regulations pertaining to the work assignments; basic elements of English usage and communication.

Ability to:

Perform a variety of unskilled and semiskilled manual maintenance and construction tasks for extended periods and under unfavorable weather conditions in the area of work assigned; safely operate a variety of equipment and tools; perform heavy manual labor; work with other employees and the public; have good communications skills with other

employees; travel away from duty station for training and/or meetings.

Education and Experience:

One year of experience in maintenance work including the use of mechanical equipment, machines, power and hand tools similar to those used by the Public Works department; training and/or experience should also demonstrate a fundamental knowledge of basic construction techniques, code requirements, safety measures, precautions and hazards involved with public works construction and operations.

Special Requirements:

- A valid Nevada driver's license for equipment to be operated.
- Must obtain/maintain a Class B CDL driver's license within six months of promotion or hire at this level.
- Must obtain/maintain a State of Nevada Department of Transportation issued Flagging Certification within six months of hire date.
- Must receive Hepatitis A & B series of vaccines.
- May be required to work irregular hours and/or on call status.

Physical and Mental Requirements:

Level A3: Physical demands include frequent lifting of heavy objects, often combined with bending, twisting, working above ground or on irregular surfaces. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions:

Strenuous physical work with continuous exposure to unpleasant elements such as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions. Occasional work in confined areas.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed