

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Maintenance Worker</u>
Sch & Grade	<u>CTL-5</u>
Class Code	<u>HA10</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

**PRIMARY PURPOSE:**

Assist in repair and maintenance of city streets, sewers, waterways, bridges, parks, right-of-ways, watersheds, grounds, and/or other city property as assigned; performs entry-level equipment operation.

**SUPERVISION:**

Under direct supervision of assigned supervisor or crew leader.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Participates in the construction, repair, cleaning, and/or maintenance of city streets, parks, sewers, grounds, right-of-ways, facilities, and/or property as a crewmember.
2. Operates dump and flat-bed trucks, snow plows, salt spreaders, rubber tire loaders, skid-steer loaders, asphalt patching units, rodders, vactor units, tipper, zero turn radius mowers, and flusher trucks in the repair, cleaning, construction, and maintenance of city streets, sewers, parks, grounds and/or property.
3. Operates brown bear auger, scarab, etc. in the processing and handling of compost material as assigned.
4. Operates a Terra Gator in the land application of biosolids as assigned.
5. Picks up trash, rocks, leaves, limbs, debris, and concrete blocks and loads into containers or dump trucks for removal.
6. Cuts weeds or brush, grinds stumps, uses brush chipper as directed, utilizes chain saw to trim branches from trees, and operates riding tractor with PTO implements as well as farm-type tractor with mowers and attachments on steep slopes and amid traffic as required.
7. Depending upon assignment, participates in the maintenance and upkeep of farm animals and property, and/or other duties involving agriculture.
8. Paints with a brush, roller, or airless paint gun for various Public Works and Parks projects; performs grout work as needed.
9. Assists in removing, forming, and placing concrete; rakes and levels asphalt for construction projects as required.
10. Utilizes necessary equipment including hand and power tools, jackhammers, asphalt tamper, patch roller, etc. to complete a variety of construction work.
11. Determines procedures or equipment to utilize based on training.
12. Maintains simple records, logs, which may include cash handling and related paperwork, etc. as required.
13. Loads, unloads, and maneuvers a variety of materials and equipment such as cement bags, jackhammers, rebar, as required.
14. Drives vehicles and equipment with both standard and automatic transmissions to a variety of work sites.
15. Installs drainage tiles and related materials and repairs holes in and around City waterways as required.
16. Reads and applies instructions and labels for product and equipment operation.
17. Utilizes appropriate safety equipment and procedures.
18. Performs minor electrical and plumbing repair work as assigned.

**IMPORTANT FUNCTIONS:**

1. Services and makes minor repairs to assigned equipment.
2. Maintains equipment/tools through proper care and maintenance.
3. Performs duties of other comparable level positions as required.
4. Directs the work of subordinate personnel and temporary or seasonal employees as required.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, and equipment involved in the construction, maintenance, cleaning or repair of public roads, parks, grounds, sewers, agricultural properties or other related projects; basic math when making calculations involving concrete, land area, etc.

**Abilities**

Follow oral and written instructions; operate equipment such as riding and farm tractors with PTO implements, rubber tire loaders, dump and flat-bed trucks, snow plows, salt spreader, mowers, hand and power tools, and vehicles in a manner consistent with safety principles; operate vehicles and equipment with both standard and automatic transmissions; accurately document and maintain simple records and logs as well as brief reports; read and apply instructions; communicate effectively verbally; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

A minimum of one year of experience in the operation of dump trucks, flusher trucks, rodder trucks, skid-steer loaders, front-end loaders or comparable equipment operation; or one year of maintenance and/or construction work comparable to work completed in the Parks & Public Works Departments in such areas as street/road work, grounds work, maintaining sports fields, agriculture, and sewer or utility pipe line work.

**Physical Requirements**

Performs bending, squatting, crawling, climbing, twisting, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds and/or pushes and pulls up to 150 pounds as required; holds and grips objects; subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and wiring; may be exposed to hazardous chemicals and other safety hazards due to working in and around traffic, or depending upon assignment working with and around farm animals and agricultural properties; subject to constant and extreme noise, poor lighting and ventilation, fumes, and odors. Must be able to work in confined spaces.

**Licensing/Certification**

Must possess at minimum the written portion of the Commercial Drivers License (CDL) exam. The skills testing portion of the CDL must be obtained within the first three months of employment. Some assignments require the driver to have the ability to operate a vehicle with airbrakes. Candidates must possess endorsements such as tanker and/or a class "A" license in order to qualify for some assignments. Candidates must obtain and maintain CPR and First Aide Certification within the probationary period.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. May be required to work weekends or a variety of shifts. Subject to emergency call-in.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 3295
<b>Comments:</b>	Updated Abilities	<b>Date:</b> April 19, 1982

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_