

TOWN OF QUARTZSITE POSITION DESCRIPTION

POSITION: Maintenance Worker I

DIVISION: Public Works

DEPARTMENT: Public Works

SCALE RANGE: 1

GENERAL PURPOSE:

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the operation, repair, maintenance and replacement of Town water, sewer, parks and street facilities and systems.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Public Works Maintenance Supervisor.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs all duties in conformance to appropriate safety and security standards.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, rock, gravel and sand.

Operates a variety of power construction and maintenance equipment used in the water, sewer, parks and street departments.

Performs required labor involved on construction and maintenance projects as [art of a crew, including but not limited to pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs into Iworqs work order database.

PERIPHERAL DUTIES:

Provides backup to related positions.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from High School or G.E.D. equivalent and any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Some knowledge of equipment, facility, material, methods and procedures used in maintenance, construction and repair activities. Skill in operation of some of the listed tools and equipment. Ability to perform heavy manual task for extended periods of time; ability to work safely ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions. Valid Arizona Driver's license and CDL certification, or the ability to obtain one.

SPECIAL REQUIREMENTS:

Valid Arizona Driver's License and CDL certification or the ability to obtain one.

TOOLS AND EQUIPMENT USED:

Saws, pumps, compressors, generators, common hand and power tools, shovels' wrenches, detection devices, mobile radio and phone. Motorized vehicles and equipment, including dump truck, pickup truck, backhoe, bobcat and other equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl and smell. The employee is required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision ability required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet hot and/or humid conditions, fumes, toxic or caustic chemicals.

May be subject to flexible hours and on call status as required.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. **The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL: _____ *DATE:* _____
Supervisor

APPROVAL: _____ *DATE:* _____
Appointing Authority

The undersigned has read and received a copy of this description

EMPLOYEE: _____ *DATE:* _____