
City of Riverside

Position Description

POSITION TITLE:
Maintenance Worker

DEPARTMENT:
Services Department

EMPLOYMENT CLASSIFICATION:
Non-Exempt

SUPERVISOR/MANAGER:
Director of Public Services

REVISION DATE:
December 2007

BASIC FUNCTION OF THE POSITION:

Perform physical labor or operate most equipment associated with construction and maintenance of streets, sidewalks, curbs and gutters, and signage and drainage facilities.

ESSENTIAL FUNCTIONS OF THE POSITION. Constitute the major responsibilities for anyone serving in this capacity.

- Maintain and repair city streets, state routes, cemeteries, parks, recreation facilities and all city property as needed
- Remove debris from streets and public grounds
- Maintain all storm drainage structures and waterways
- Maintain and repair traffic signs, posts, crash attenuators, and guardrails
- Perform routine maintenance on department vehicles and equipment
- Utilize hand and power tools; operate dump trucks, loader/backhoe, 6 ton roller, sweeper, and other motorized equipment

ADDITIONAL FUNCTIONS/RESPONSIBILITIES:

- Assist supervisor in the preparation of the department's budget and equipment purchases
- Report equipment problems to supervisor in a timely fashion
- Perform other job-related duties and activities as needed
- Work overtime hours; may include weekday or weekend hours; work on an on call basis during winter
- Travel, as requested

Maintenance Worker

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- High School Diploma or equivalent
- Minimum one year experience in street maintenance and repair methods preferred
- Valid Ohio Class B Commercial Drivers License
- Posses general knowledge of tools, materials, and methods used in street repair and maintenance; general knowledge of park, cemetery and recreation facilities maintenance and repair
- Experience in operation of dump trucks, riding mowers, tractor - mower combinations, loader/backhoes, mechanical roadway sweepers

BEHAVIOR TRAITS:

- Ability to maintain confidentiality of business matters
- Ability to work as part of a team and build professional relationships with city staff and co-workers
- Ability to work with minimal supervision
- Ability to perform duties in a timely and accurate fashion
- Ability to respond to multiple customers (internal and external)

SCOPE OF DAILY CONTACTS:

- City Engineer/Director of Public Services
- Services Department Staff
- Outside Agencies/Vendors
- External customers/citizens

DIRECT REPORTS: None

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence

Maintenance Worker

COMMUNICATION SKILLS:

The communication skills 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.

- Orally Converse: Continuous
- Written: Frequent
- Hearing: Continuous

MATHEMATICAL SKILLS:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; ability to perform these operations using units of American money and weight measurement, volume, and distance

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations

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.

- The employee is continuously required to use hands to finger, handle, or feel; reach with hands and arms
- The employee frequently is required to walk
- The employee is occasionally to frequently required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

- The employee is continuously exposed to outside weather conditions
- The employee is frequently exposed to wet and/or humid conditions
- The employee is occasionally exposed to moving mechanical parts, extreme cold, and extreme heat
- The noise level in the work environment is usually very loud
- Pressure sustained is occasional

EXPOSURE TO BLOOD AND/OR BODILY FLUIDS: Occasionally

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference checks; 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.

City of Riverside reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the City's rights in any manner, provided it is in compliance with the labor contract.

Approval: _____
Supervisor Signature

_____ Date

Approval: _____
Employee Signature

_____ Date