

Job Description City of Hannibal

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then a change in the job description can be initiated at any time by either the incumbent or the supervisor. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

Position title: Maintenance Worker I (Seasonal)

Pay Grade & Range: Grade 9 Step 1

Department: Street Department

Exempt/non-exempt status: Seasonal Position.

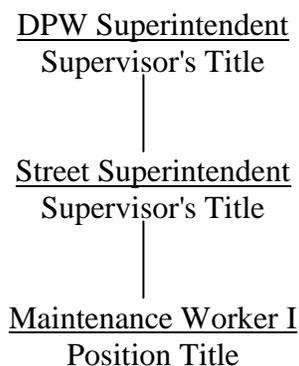
Job description most recently created, updated, or checked when: November 24, 2014

Updated or checked by (who): Brian Chaplin, DPW Superintendent.

Primary purpose of position:

Maintenance of streets, alley, and city properties for the safety of individuals as pedestrians or in vehicles.

Reporting relationship:



Main responsibilities:

General Street and Property Maintenance

Landscaping

- ◆ Mow grass in city owned lots using riding lawnmower and weed eater.
- ◆ Mow grass on right of way.
- ◆ Trim brush and weeds near roadways

Teamwork with Coworkers and Other Departments

- ◆ Maintain communication with Street Department office by radio
- ◆ While working, constantly observe to identify potential street or safety hazards
- ◆ May be asked to assist Parks & Recreation with maintenance or landscaping functions

Snow and Ice Response

- ◆ Mix salt with sand and rock in proper proportions for ready access
- ◆ Load truck using front end loader
- ◆ Haul and spread snow/ice removal material
- ◆ Plow snow on city streets and city property as a team covering 150 miles of streets with multiple passes on each street (4 passes for a 2 lane street, for example)
- ◆ Maintain snow plow safety on steep hills, in tight turnarounds, and between parked cars

This job description does not list all possible duties. A Seasonal Maintenance Worker I will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Comfort or hazards of the normal work environment:

- ◆ Employees may be outdoors in heat and cold temperature extremes.
- ◆ Safety procedures must be followed especially while using lawnmowers, weed eaters, loaders and city vehicles.
- ◆ There is risk of injury or death from direct access to sometimes inattentive oncoming traffic while working outside.

Seasonal Maintenance Worker I are scheduled for 8-12 hour shifts. Hours and days may vary depending on the job.

Job qualifications:

Education

- ◆ High school or GED completion is required

Experience

- ◆ Experience in mowing and snow plowing is preferred.

Knowledge, Skills and Abilities

- ◆ Positive attitude
- ◆ Interpersonal skills to interact with coworkers, other departments, and citizens
- ◆ Teamwork
- ◆ Initiative and high level of energy
- ◆ Learning aptitude and desire for continuous learning
- ◆ Integrity
- ◆ Organization and tidiness, attention to detail
- ◆ Articulate clear speaking skills
- ◆ Basic writing skills to document work
- ◆ Listening skills
- ◆ Math skills to calculate work process
- ◆ Courtesy and calm disposition during emergencies or crowd management
- ◆ Patience with people of all ages
- ◆ Dependability while working with minimal supervision
- ◆ Knowledge of equipment and department policies.
- ◆ Good observational skills to identify possible hazards
- ◆ Knowledge of safety equipment and procedures.

Equipment typically used in this job:

Maintenance Worker I may use weed eater & riding mower.
Loader and one-ton truck.

Physical requirements:

- ◆ Lift and carry 90 pounds
- ◆ Vision acuity, peripheral vision
- ◆ Ability to hear conversational speech
- ◆ Speak clearly