

**MAINTENANCE WORKER I – SERVICE DIVISION
(CLASSIFIED)**

General Statement of Duties

Performs unskilled manual work requiring no specific training or experience. Performs skilled or semi-skilled duties as requiring a high degree of competence. Does related work as required.

Distinguishing Features of This Class

Employees in this class are required to perform skilled, unskilled and semi-skilled tasks under the immediate supervision the Service Foreman who lays out the details of each assignment and checks the work progress upon completion. This is the entry-level position for majority of municipal employees.

Examples of Work

(Illustrative Only)

- 1) Cleans gutters, culverts, sewers and other drainage structures with hand tools (broom, rake, shovel, etc.).
- 2) Repairs and installs water lines.
- 3) Loads and unloads stone, gravel, dirt, asphalt, sand and salt by hand.
- 4) Cold patches street by shoveling mix off truck, placing in pothole and tamping, possibly rolling.
- 5) Assist in semi-skilled work such as plumbing, carpentry, electrical, auto repair or concrete work.
- 6) Cuts brush and puts in brush chipper.
- 7) Shovel snow, gravel, and dirt.
- 8) Mows lawns with hand mowers or power riding mower.
- 9) Rakes leaves and moves leaf piles.
- 10) Performs a variety of other heavy manual work in connection with the maintenance and new construction of sidewalks, streets, storm and sanitary sewers, water mains and park upkeep.
- 11) Assists crews in cleaning of sanitary sewers with sewer cleaning machine.
- 12) Digs post holes and sets poles.

- 13) Helps repair hydrants.
- 14) Occasionally services and performs minor repairs to automotive equipment and other maintenance vehicles.
- 15) Installs traffic signs and paints yellow curbs with paint sprayer.
- 16) Operates an air hammer up to 90 lbs.
- 17) Trims and removes trees when necessary.
- 18) Builds forms for cement work.
- 19) Raises and lowers manholes and performs the rough masonry work involved.
- 20) ***With proper training, operates equipment such as: Trash Truck, Backhoe, Mini-Excavator, Street Sweeper, Tractor Powered Flail Mower, and Various Trucks and Snow Plows.***
- 21) May perform duties of Maintenance Worker I – Water/Wastewater Division.

Required Knowledge and Skills and Abilities

- 1) Be able to carry out an assigned task with a minimum of supervision.
- 2) Ability and willingness to work in the most inclement weather throughout the year.
- 3) Tact and courtesy when dealing with the public when performing assigned duties.
- 4) Willingness to work any hour of the day or night when emergency situations arise in inclement weather throughout the year.
- 5) ***Must obtain a Commercial Driver's License (CDL) prior to termination of six-month probationary period.***
- 6) Excellent physical condition with the ability to perform strenuous work.
- 7) Must maintain a valid Ohio Driver's License.
- 8) Will be required to receive Hepatitis B Vaccination

Adopted as of: February 3, 2021

Ben Herron
Service Director