



City of New Albany
Position Description

Position Title
Maintenance Worker

Pay Grade: Non-Exempt USW Contract Article 15

Department: Public Service

Reports To: Maintenance Supervisor

Position Overview

This position involves semi-skilled manual labor in a variety of construction and maintenance activities including the operation of equipment.

Supervision Received

Position works under the general supervision of Public Service supervisory personnel.

Supervisory Responsibilities

The position does not have any supervisory responsibilities.

Essential Functions

Assists in pavement repair work by patching cracks and potholes with cold or hot patch asphalt; uses brick and mortar to patch catch basins; lays gravel, concrete, topsoil, mulch or other construction materials; makes repairs to sewer pipes and manholes; shovels snow and applies salt to sidewalks; maintains infrastructure by painting signs, streetlights, traffic poles and lights, fire hydrants, etc.; mows grass and maintains landscaping at city parks, cemeteries, and building grounds; performs a wide variety of similar tasks in maintenance activities.

Operates a variety of specialized equipment in performing street maintenance activities; operates dump truck with snow plow and salt spreader; uses wheel loader to load trucks with salt; performs street sweeping with vacuum broom truck; uses wood chipper and chain saws for tree trimming; operates backhoe on small jobs; fills street cracks and potholes using a paving roller and plate compactor; paints traffic lines on roads with paint machine; mixes and pours concrete with mixer; cuts concrete and asphalt with saws.

Performs a variety of right-of-way maintenance work not requiring specialized knowledge and skills; assists in clearing debris from roadway; trimming trees; cuts grass and weeds with hand tools and mowers;

performs berm maintenance along roadsides; sets out traffic cones and barricades; directs work zone traffic; installs traffic and street signs.

Performs varied manual and equipment operation duties involving water and sewer utilities; cleaning sewers lines and structures and removing blockages; making necessary repairs to pipes and structures; repairing damaged fire hydrants and performing preventive maintenance; laying new sewer and water lines for system expansion and improvement.

Participates in alternative work schedule during snow events; engages in snow & ice removal activities (e.g., snow plowing, salting roads).

Performs a variety of skilled and semiskilled tasks; building maintenance and repair including HVAC; performing streetlight and traffic signal maintenance; locating city underground utilities.

Participates in rotation for on-call/standby services for public service related emergencies.

Completes daily reports of work activity.

Other duties as assigned.

Requires regular and predictable attendance.

Qualifications

The incumbent for this position must be at least 18 years of age and possess a high school diploma or GED equivalent supplemented with experience in construction and maintenance work, including the operation of motorized, mechanical, and electronic equipment, routine maintenance methods or construction and/or building trades experience, construction and/or sewer maintenance work.

The incumbent must be able to obtain and maintain an Ohio commercial driver's license, Class A with Air Brake and Tanker endorsements within six months of employment. Other requirements include the ability to maintain insurability under the city's vehicle insurance policy.

Knowledge, Skills, and Abilities

The incumbent must have the following knowledge, skills, and abilities:

Knowledge of the methods, materials, and equipment used in construction and maintenance work.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to establish and maintain effective working relationships with others.

Ability to understand and follow oral and written instructions.

Ability to work with others.

Ability to climb up onto and operate equipment.

Ability to observe and control materials being moved while operating equipment.

Ability to hear obstacles as they encounter the equipment and redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, gas meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload materials.

Ability to lift heavy objects.

Ability to judge distance effectively in operating all equipment.

Ability to stand and sit for long periods of time.

Ability to operate equipment in the dark for special or emergency projects.

Ability to exert physical effort in medium to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and judgment.

Ability to dig, bend, and lift for patching pavement and other repairs.

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ability to comprehend and correctly use a variety of informational documents including reference books and manuals, requisitions, purchase orders, invoices, applications, plans, site plans, blueprints, and other reports and records.

Ability to comprehend a variety of reference books and manuals.

Ability to accurately record and deliver information.

Ability to perceive and discriminate sounds, textures, odors, and shapes.

Ability to work under stressful conditions and to respond immediately to crisis situations.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, and helpful and professional manner with the general public, coworkers, and supervisors.

Ability to work effectively being exposed to weather extremes, dust, electrical current, machinery, etc.

Summary

A maintenance worker for the city picks up on the technical aspects of a project in a quick manner, is capable of learning new industry, company, product, and technical knowledge, uses rigorous logic and methods to solve difficult problems and to identify effective solutions. An incumbent in this position is personally committed to and actively works to continuously improve him/herself,

understands that different situations and levels may call for different skills and approaches, and works on compensating for weakness and limits. A maintenance worker is a versatile learner open to change, is a team-player and encourages collaboration. He/she is cooperative and dedicated to meeting the expectations and requirements of internal and external customers, obtaining first-hand customer information to improve products and services, and maintaining effective relationships with customers gaining their trust and respect. When working with peers, a maintenance worker can quickly identify common ground and solve problems representing his/her own interests while being fair to other groups.

In conclusion, a city maintenance worker practices attentive and active listening, is capable of accurately restating an opinion of others even when he/she disagrees, and pursues everything with energy, optimism and drive especially in the face of resistance or setbacks.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

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