**Job Description, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

# Job Description

# Public Works/Maintenance Worker

*The position of Public Works Maintenance Worker has been used as an example for this model.*

**Position Title**: Maintenance Worker **Date**: \_\_\_\_\_\_\_

**Department**: Public Works

**FLSA Status**: Non-exempt

## Primary Objective of Position

To perform various types of semi-skilled and skilled work and operate equipment involved in the repair and maintenance to the city streets, storm sewer system and other municipal property.

## Essential Functions of the Position

Essential duties listed below 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 if the work is similar, related, or logical to the position*.*

* Assists in repairs and maintenance of the city’s streets, rights-of-way, storm sewer system, sidewalks, and equipment. Duties include, but are not limited to:
	+ Street Repairs: pothole patching, crack-sealing operations, sealcoat operations, flagging and traffic control, median maintenance, including weed removal and surface repair, and street sweeping.
	+ Right-of-way and Sidewalks: Sod replacement, black dirt and seed placement, tree trimming and removal, concrete sidewalk removal and repair.
	+ Storm Sewer System: Clean and repair catch basins, manholes and other structures. Aid in inspection of storm sewer system.
	+ Snow Removal: Snow plowing and sanding, hauling ice control rock and snow.
* Work with materials such as bituminous materials, sand, gravel, black dirt, and salt.
* Operate equipment such as tandem axle dump trucks, steel wheel and rubber tire rollers, street sweepers, oil distributors, asphalt pavers, jet vacuum machines for storm sewer, and other miscellaneous equipment as assigned.
* May perform as a lead worker when necessary and assigned.
* Promotes diversity and inclusion objectives defined by the city and continually examines own performance to eliminate implicit bias in carrying out duties and interacting with the public, coworkers, and other city employees
* Maintains maintenance records and estimates and requisitions supplies, materials, and equipment when necessary and assigned.
* Maintains effective working relationships with other employees and the public.
* Regular, reliable attendance during scheduled work hours and outside regular hours as necessary.
* Responsible to work overtime, shift changes, or be on call as necessary or assigned.
* Adheres to safety rules and procedures, work rules and city policies.
* Performs other duties and responsibilities as apparent or assigned.

## Examples of Performance Criteria

* Demonstrates a working knowledge of methods, tools and equipment used in public works maintenance activities such as, but not limited to: snow removal, street repair and maintenance, boulevard repair and maintenance, storm sewer repair and maintenance, equipment care and maintenance, and tree trimming and removal.
* Demonstrates a positive attitude toward job assignments and tasks to be performed.
* Is conscientious in the maintenance and operation of equipment.
* Shows initiative in recommending methods to improve safety, efficiency, and quality on the job.

## Minimum Qualification

* Valid Class B driver’s license, or ability to obtain within six months.
* One year of street/water/sewer maintenance or construction experience including equipment operation, or equivalent.

## Desirable Qualifications

* Additional street and/ or utility maintenance, construction or farming experience including the use of associated equipment
* Experience working in a municipal public works department
* Training/education in maintenance, machinery, mechanics, or related field
* History of safe work habits and clean driving record

## Supervision of Others

May provide on-site direction to full-time employees, seasonal employees, or contract personnel.

## Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes.

## Conditions of Employment

* Must comply with organizational and department policies
* Must possess a valid Class B driver’s license

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

*The city of \_\_\_\_\_\_\_is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*