



# CITY OF LAUREL

## POSITION DESCRIPTION

<b>TITLE:</b> MAINTENANCE WORKER I	<b>FLSA STATUS:</b> NON-EXEMPT/UNION
<b>ACCOUNTABLE TO:</b> MAINTENANCE SUPERINTENDENT OR LEAD WORKER	<b>POSITION STATUS:</b> REGULAR FULL-TIME

### **PRIMARY OBJECTIVE OF POSITION:**

- Under general supervision, performs a variety of unskilled and semi-skilled manual labor in the operation and maintenance of all city facilities which include streets, sewer and water lines, parks, cemetery, buildings, and solid waste;
- Work varies individual judgment within prescribed standards and procedures is required.

### **ESSENTIAL JOB FUNCTIONS:**

- Work is primarily that of a laborer;
- Physical demands include lifting up to 75#s (greater with assistance), bending, crawling, stooping, and climbing;
- Work may be performed in undesirable physical conditions of noise, pollution, heat, cold, and dampness;
- May be exposed to cleaning chemicals, gas, oil, grease, etc.;
- Must be able to read and follow oral and written instructions;
- Possess an appropriate Montana Operator's license.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- May operate various types of equipment including backhoes, trucks, mowers, and pickups;
- Performs manual labor and some equipment operation in the maintenance, repair, and minor construction of streets, sewer and water lines, parks, cemetery, buildings, and solid waste;
- May perform custodial tasks around plants and other public facilities;
- Checks tires, oil, lubricant, water, and fuel of city equipment;
- Maintains grounds in the parks, cemetery, and around public buildings;
- May be assigned to the solid waste transfer station;
- Uses equipment or material requiring care to assure against breakdown or deterioration;
- Hazards are moderate, requiring care and use of proper safety equipment and procedures to prevent injury;
- Requires contact with citizens, fellow employees and other departments;
- Performs other duties as assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:**

- None.

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or its equivalent and some work experience.
- Possession of an appropriate Montana Operator's license.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Performs semi-skilled and unskilled manual labor in the maintenance of city facilities;
- Operated truck and equipment in a safe manner;
- Follows oral and written instructions;
- Maintains effective working relationships with other employees, supervisors, and the public;
- Collect transfer stations funds and keeps accurate account of all monies;
- Performs housekeeping duties and assists in the maintenance of the plant and equipment as directed;
- Performs such other duties that may be assigned.