

**RESOLUTION NO. R14-33**

**A RESOLUTION OF THE CITY COUNCIL ADOPTING A  
JOB DESCRIPTION FOR THE CITY'S MAINTENANCE WORKER I POSITION.**

WHEREAS, the City Council has determined that it is in the best interest of the City of Laurel to revise the job description for the City's Maintenance Worker I position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the job description of Maintenance Worker I, a copy attached hereto, is adopted as the job description for this position of employment within the City of Laurel.

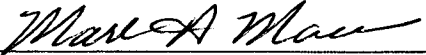
NOW, THEREFORE, BE IT FURTHER RESOLVED that the attached job description replaces and rescinds any existing job description for this position.

Introduced at a regular meeting of the City Council on June 3, 2014, by Council Member Nelson.

PASSED and APPROVED by the City Council of the City of Laurel this 3<sup>rd</sup> day of June, 2014.

APPROVED by the Mayor this 3<sup>rd</sup> day of June, 2014.

CITY OF LAUREL

  
Mark A. Mace, Mayor

ATTEST:

  
Shirley Ewan, Clerk/Treasurer

Approved as to form:

  
Sam S. Painter, Civil City Attorney



# CITY OF LAUREL

## POSITION DESCRIPTION

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

### **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.