
CITY OF LINCOLN CENTER

MAINTENANCE WORKER

POSITION SUMMARY

Under the supervision of the city superintendent, the maintenance worker performs semi-skilled and unskilled work in the repair and maintenance of city streets, alleys, sidewalks, parks, cemetery, city facilities, water and wastewater systems in Lincoln Center. An employee in this position follows prescribed policies and procedures and will be supervised during the learning period. This is a non-exempt position under FLSA.

EXAMPLES OF WORK (ESSENTIAL FUNCTIONS)

- *Repair and seal city streets;
- *Repair and replace street signs;
- *Operate heavy equipment including road grader, street sweeper, backhoe, loader;
- *Operate dump trucks, oiler, light trucks, mowers;
- *Remove snow and ice from city streets and sidewalks;
- *Patch potholes;
- *Clean and maintain wastewater lines;
- *Maintain water distribution & production system;
- *Maintain city equipment and buildings;
- *Read water and electric meters as needed;
- *Trim trees and clean ditches;

ADDITIONAL EXAMPLES OF WORK

- *Perform carpentry work;
- *Repair and maintain municipal pool, park, and cemetery;
- *Paint crosswalks and traffic lines;
- *Assist other departments as the need arises;
- *Perform other duties as deemed necessary or assigned.

(Position requirements on following page)

(Approved 2-10-97, Amended 4-9-12)

City of Lincoln Center
Maintenance Worker

POSITION REQUIREMENTS

Experience: Less than one year of construction work and/or manual labor experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after three months in the position.

Education: High school diploma or equivalent.

Skills: General knowledge of construction techniques. Ability to operate light, heavy, and small motorized equipment. Ability to operate hand tools. Knowledge of equipment maintenance, mechanics, and a working knowledge of carpentry, and welding preferred. Be able to understand and follow oral instructions, interpret written instructions, maps and manuals, judge distances, understand and anticipate problems, and follow safety procedures. Requires a valid Kansas Driver's License.

Problem Solving: Limited independent problem solving is involved in this position. Serious problems are reported to supervisors.

Decision Making: Limited independent decision making is involved in this position. Employee follows directions of supervisors.

Accountability: This employee is responsible for the safe operation of department equipment, but does not participate in the annual budget process.

Supervision: Supervision is provided by the city superintendent or public works foreman, and job decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined spaces, heights, and all types of weather conditions is expected. Afterhours and weekend emergencies are a factor in this position. Residency within 15 minute response required. Personal telephone required.

Physical Requirements: Manual labor including lifting and carrying heavy (60 pounds or more) objects, bending, kneeling, stooping, climbing in and out of trenches, up and down ladders. Lying and crawling under machinery. The ability to express, comprehend, or exchange ideas by means of verbal and written communication. Required to wear and use appropriate safety equipment.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
