

CITY OF SHEBOYGAN

Job Title: Maintenance Worker I
Grade: 1

Code:

Reports To: General Supervision

Department: Public Works

Classification: Non-Exempt

Division: Non-Represented

Date: January 25, 2013
Updated:

Approved: S & G: 2/11/13
Common Council: 3/4/13
Gen. Ord: 48-12-13

POSITION SUMMARY: Under general supervision, learns and performs varied labor work, as assigned and performs work assignments while learning and using equipment and tools deemed necessary by the supervisor for the successful operation of the department. This position requires above average physical strength and stamina, including the ability to work outdoors under all climatic conditions and the ability to work long hours and evenings for emergencies or as conditions warrant response.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs labor duties in the cleaning, construction, repair and maintenance of the various activities under the authority of the Department of Public Works.
2. Operates equipment and drives CDL level trucks in order to perform work deemed necessary.
3. Performs duties deemed necessary for the cleaning, heating, ventilating, operating and maintenance of public buildings.
4. Cleans and maintains sidewalks, streets, catch basins, manholes, floors, buildings, and land areas.
5. Cuts weeds, grass and brush using power and hand tools and rakes leaves and other debris.
6. Cleans and maintains public area grounds and equipment.
7. Assists in tree planting, trimming, removal and park activities.
8. Collects garbage, refuse and trash and operates collection equipment.
9. Operates plows and/or shovels snow and assists in the snow removal process.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for ground maintenance, repair, construction and other departmental activities.

Working knowledge of the occupational hazards and safe work practices involved in the operations of the Department of Public Works.

Possession of a valid Wisconsin Commercial Driver's License (CDL) with endorsements "ABCD" in good standing or the ability to obtain within three months of hire. Failure to obtain or maintain will result in termination of employment.

EDUCATION and/or EXPERIENCE:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

LANGUAGE SKILLS:

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

MATHEMATICAL SKILLS:

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

REASONING ABILITY:

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The ability to work outdoors under all climatic conditions. The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.