



## **CITY OF RAVENSWOOD MAINTENANCE WORKER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**JOB CLASSIFICATION:** This is a hourly non-exempt, full-time, classified position with full benefits.

### **SUMMARY JOB DESCRIPTION:**

Accomplishes assigned maintenance operations for the City of Ravenswood.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintain and repair community property.
2. Perform street maintenance, sidewalk repair, pothole patching, curb and gutter repair, street and alley grading, landscaping and installing.
3. Perform garbage collection and sanitation.
4. Perform sewer maintenance.
5. Repair and maintenance of traffic control devices.
6. Operate motor vehicles including those requiring a Commercial Driver's License.
7. Operate various machinery including but not limited to lawnmowers, string trimmers, street sweepers, backhoes, etc.
8. Perform water line maintenance and repair.
9. Perform carpentry, mechanical work, and preventive maintenance on equipment.
10. Apply paints and other similar materials to walls, doors, windows, trim, roadways, curbs, etc.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

1. Operations, services, and activities of municipal infrastructure, building maintenance, repair, and construction program.
2. Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of municipal infrastructure including water and sewer systems, roadways, bridges, and the like; as well as building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work; or be willing to learn these disciplines.
3. Equipment, tools and materials used in municipal maintenance activities. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to:**

- Read and understand construction drawings, plans and specifications.
- Should have excellent written and verbal communication skills.
- Ability to effectively manage time and meet all specified deadlines.
- Critical thinker, enthusiastic and positive approach towards employees and work
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Perform the most complex maintenance duties and operate related tools and equipment.
- Demonstrate tact and diplomacy with the public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, or be willing to learn.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

High School Diploma/GED

### **Experience:**

None required.

### **License or Certificate:**

Possession of an appropriate, valid driver's license.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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 individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Fitness for Duty:** Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

## ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Maintenance Worker position and I certify that I can perform these functions.

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Applicant Signature

Date

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Witness

Date

\*Management has the right to add or change these duties of the position at any time.