

MAINTENANCE HELPER I

Job Title: City Maintenance/Utility Helper = \$14.00 - \$18.00 Per Hour, Based on Forty Hour Work Week

Supervisor: City Maintenance Superintendent

Position Type: Full Time (40-Hour work week)

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

Under immediate supervision Maintenance Superintendent maintains city landscape, streets, curbs, sidewalks, alleys, wastewater ponds, city buildings and parks. Maintains a wide variety of maintenance tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels. They will also be required to respond to emergency call-outs.

Characteristics

Maintenance Helper I – This is the entry-level class in the Maintenance Worker Levels. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgement in matters related to work procedures and methods. Advancement to the "II" level is based on meeting minimum qualifications and satisfactory job performance and policies of the City of Udall.

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.

- Mows and trims grass on all city properties; spray for weeds, plants and trim trees.
- Maintains and repairs streets and alleys including patching potholes and cracks; laying gravel; blading and sweeping. Paint curbs and white strips to designate pedestrian crosswalks.
- Plows, shovels, de-ices, and sands snow from city streets and from sidewalks in front of city building, library, and fire station.
- Responds to calls involving plugged sewers, water main breaks, leaks, and frozen water lines.
- Straighten and replace damaged street signs.

- Build and repairs sidewalks as necessary.
- Performs cleaning, maintenance, and repair work on city owned buildings including park facilities, equipment and shelters. Empties trash barrels when needed.
- Puts up then removes holiday decorations and Santa comes to town.
- Help with Repairs and replacments all secondary electric, replaces blown fuses, and resets oil switch when a power outage happens.
- Attends safety and training sessions and seminars.
- Operate construction, maintenance and landscape equipment including power and hand tools; performs preventive maintenance and light repair on equipment.
- Work under Police Chief for animal control.

Knowledge, Skills and Abilities

- Operational characteristics of heavy mechanical equipment used in the construction and maintenance. Methods, tools, and materials used in streets, water, and sewer facilities maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices.
- Perform maintenance, construction and repair work in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and effective manner.
- Be available to work nights, weekends, stand-by and emergency call-ins.

Minimum Qualifications

- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High school graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Must be capable of performing all essential job functions
- Must possess and maintain valid, current Kansas driver license with acceptable driving record
- Must be able to work 7:00 a.m. to 4:00 p.m. Monday thru Friday including On Call and On Call Weekends
- Must successfully pass a background check, physical examination, and drug screen
- One (1) year experience in maintenance is preferred