



## City of Kemmerer, Wyoming Maintenance Laborer Job Description

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| <b>Department:</b> Public Works          | <b>Effective Date:</b> 07/1/2024 |
| <b>Reports to:</b> Public Works Director | <b>FLSA Category:</b> Non-exempt |
| <b>Pay Grade/Range:</b> 6                | \$22.33 - \$24.85                |

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**NATURE/PURPOSE OF WORK:** Under general supervision, undertakes and performs a variety of duties related to maintenance and repair of City of Kemmerer streets, sidewalks, storm drainage, signs and markings and the rights of way, parks, facilities, equipment, and garbage collection.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Performs a variety of duties with the maintenance and repair of the City of Kemmerer's streets, drainage channels, storm sewers, parks, facilities, equipment, and rights of way.
2. Performs snow removal and applies various deicing materials.
3. Operates heavy equipment, such as backhoes, loaders, dump truck with plow, garbage truck, mowers, bucket truck, ATV, blade and skid steer, to maintain streets, drainage channels, storm sewers, rights of ways and other related infrastructure.
4. Operates a variety of light equipment such as weed eaters, hand mowers, self-propelled or riding lawn mower, jack hammers, chain saws, chop saws and any other light equipment as needed to maintain city-owned infrastructure.
5. Hauls dirt and rock to various projects.
6. Assists with the maintenance of street signs.
7. Installs barricades and portable signs for road closures.
8. Cleans and maintains storm drains and channels.
9. Mows grass and weeds in City rights of way and parks.
10. Provides direction, assistance and/or training as required.
11. Performs routine clerical duties; inventories, orders and maintains required materials and supplies for the Department.

12. Performs varied maintenance tasks for building maintenance. Installs and maintains irrigation systems.
13. Assists in setting up and tearing down for events at the South Lincoln Training and Event Center.

**OTHER DUTIES OF JOB:**

1. Attends meetings and training sessions, as required.
2. May be required to work outside the traditional work schedule and is subject to call out and/or call-back.
3. Responds to inquiries made in writing, by phone, and/or in person, as required.

**SUPERVISION RECEIVED:**

Receives daily instruction from Director of Public Works or Maintenance Worker II in regards to daily work duties.

**SUPERVISION GIVEN:**

Supervision is not a responsibility of positions in this classification.

**WORKING CONDITIONS:**

1. May be exposed to dangerous machinery, hazardous chemicals, potential physical harm, extreme weather conditions and infectious diseases.
2. Travels daily to various locations throughout the City.
3. May be required to work outside the traditional work schedule.

**PHYSICAL AND MENTAL CONDITIONS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
3. Must be able to occasionally climb, lift, bend, kneel, grip, push, pull, walk and sit frequently.
4. May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 100 pounds.
5. Must be able to move frequently through the work day.
6. Must demonstrate emotional stability.
7. Must be able to pay close attention to details and concentrate on work.

**QUALIFICATIONS**

**A. EDUCATION/TRAINING**

1. A high school diploma or GED required.
2. Must have, or obtain within ninety (90) days of employment, and must maintain a Class B commercial driver's license (CDL) with air brake and tanker endorsement.
3. May be required to obtain within a specified period of time and must maintain licenses, certifications and/or registration required by a specific work assignment.

**B. WORK EXPERIENCE**

Two years of relevant construction, heavy equipment, street maintenance, welding. Parks, building maintenance or closely related experience or any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

1. Knowledge of the City's and the Department's policies and procedures.
2. Knowledge of the operation of a variety of tools and construction-related equipment.
3. Knowledge of the basic principles of inventory control.
4. Knowledge of the principles of basic street maintenance.
5. Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
6. Skill in accessing and prioritizing multiple tasks, projects and demands.
7. Skill in working within deadlines to complete projects and demands.
8. Skill in assessing, analyzing, identifying and implementing solutions to problems.
9. Still in establishing and maintaining effective working relations with co-workers, other City employees, representatives from other city, county, state and/or Federal agencies, the news media, general public sector and/or others having business with the City of Kemmerer.
10. Skill in operating a personal computer utilizing a variety of software and operating systems/applications.

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| <b>Incumbent Signature:</b> | <b>Supervisor Signature:</b> |
| <b>Date:</b>                | <b>Date:</b>                 |