



**City of Kemmerer, Wyoming
Maintenance Worker I
Job Description**

Department: Public Works	Effective Date: 07-1-2024
Reports to: Public Works Director	FLSA Category: Non-exempt
Pay Grade/Range: 7 / \$24.06 – 26.83/hr	Level: Maintenance Worker I

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, markings, rights-of-way, parks, facilities, equipment and garbage collection. Help other departments as required; maintain and clean all street department buildings; maintain, clean, and service Street Department vehicles and heavy equipment, snow plowing and removal.

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, 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. Removes graffiti from City owned infrastructure, reports vandalism to police department.
11. Provides direction, assistance and/or training as required.
12. Performs routine clerical duties; inventories, orders and maintains required materials and supplies for the Department.
13. Performs varied maintenance tasks for building maintenance. Installs and maintains irrigation systems.

14. 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 or Golf and Parks Director in regard to daily work duties.

SUPERVISION GIVEN:

Supervision is not a responsibility of positions in this classification.

WORKING CONDITIONS: (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. May be exposed to dangerous machinery, hazardous chemicals, potential physical harm, extreme weather conditions and infectious diseases.
2. While performing the duties of this job the employee may work with and around others.
3. The employee frequently works indoors and outdoors.
4. Occasionally the employee works in wet, humid conditions.
5. Infrequently the employee works extended days/hours, works in high places, works around the risk of electrical shock, works with and /or near moving objects, works in confined areas and works varying shifts.
6. The noise level in the work environment is usually moderate.
7. Travels daily to various locations throughout the City.
8. May be required to work outside the traditional work schedule.
9. May need to endure extreme temperatures (-30 degrees F to +100 F); work in extreme weather conditions and sometimes alone; exposure to herbicides, cleaners, oils and various shop supplies; continually working on or around heavy machinery and equipment.

PHYSICAL AND MENTAL CONDITIONS: (The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. While performing the duties of this job the employee is constantly required to stand, walk, talk, hear, taste, smell and read. The employee is frequently required to reach with hands and arms, use hands to finger, handle and feel items, stoop, kneel, crouch, bend, or crawl and climb up and down stairs. Frequently the employee must sit, lift, climb, or balance, grip, push, pull write and drive a vehicle.
3. May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 100 pounds.
4. Must be able to move frequently through the work day.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

6. Must demonstrate emotional stability.
7. While performing the duties of this job, the employee constantly has flexibility. The employee frequently has routine workflow and attentiveness duration and attentiveness intensity. The employee infrequently works with time constraints. Guidance and reinforcement are constantly involved in social interactions with constantly require oral and written communication.
8. Memory, reasoning and judgement are constantly used/required on the job. Problem solving is frequently used/required on the job. Estimating is occasionally used/required on the job. Mathematics is infrequently used/required on the job.
9. Must be able to pay close attention to details and concentrate on work.
10. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.

QUALIFICATIONS

A. EDUCATION/TRAINING

1. A high school diploma or equivalent required.
2. Preference given to applicants with a Class B Commercial Driver's License (CDL) with air brake and tanker endorsement, which must be maintained.
3. Applicants without a Class B CDL with air brake and tanker endorsement, will be considered, but must obtain one within one hundred twenty (120) days of employment, which must be maintained.
4. 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

1. Two years of relevant construction, heavy equipment, street maintenance. 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. Skill 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.

11. Tools and equipment used:
- a. Snow plow with hydraulic dump bed box
 - b. Blade and motor grader
 - c. Pickups, including plows
 - d. Tractors
 - e. Skid steers
 - f. Chemical Sprayers
 - g. Landscaping Tools
 - h. Plumbing Tools
 - i. Maintenance Shop
 - j. Line Strippers
 - k. Line Marker
 - l. Shovels
 - m. Saws
 - n. Various Power Tools
 - o. Various Hand Tools
 - p. Portable Radio
 - q. Automobile
 - r. Office supplies
 - s. Telephone
 - t. Base Radio
 - u. Copier
 - v. Fax Machine
 - w. Snow Blower
 - x. Floor Machine

Incumbent Signature:	Supervisor Signature:
Date:	Date: