**MAINTENANCE WORKER**

**PURPOSE OF JOB**

Under close supervision of Maintenance Crew Leader and/or Maintenance Supervisor, is responsible for performing a variety of manual tasks relating to the general maintenance of City grounds, buildings, facilities, and equipment including City vehicles. Performs other work as required.

**EQUIPMENT/JOB LOCATION**

* The employee will operate various types of tools/equipment including, but not limited to: hand tools, power tools, mowers, tractors, weedeaters, shovels, rakes, mops, brooms, hand sanders, belt sanders, wrenches, hand saws, power saws, dump trucks, loaders, back hoe, dozer, rock hammers and other related tools/equipment.
* Operates various equipment as necessary and appropriate.
* Work will be performed outdoors and tasks will be completed regardless of weather.
* The employee will be exposed to loud noise, dirt, dust, grease, oils, fumes, chemicals and a variety of weather conditions including snow, sleet, cold, rain, heat.
* The employee will be required to wear appropriate uniform as provided by the department. Appropriate protective footwear is required to be worn each workday per department policy.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Ensures that material and equipment are properly used and cared for and is responsible for keeping equipment clean and in proper working condition.
* Observes proper safety standards and precautions.
* Performs custodial work at maintenance garage.
* Cleans, mops, sweeps and washes areas such as restrooms, shops, break rooms, shelters, facilities, sidewalks, pavilions, parking lots, pedestrian walkways, etc.
* Washes windows and walls of offices and buildings.
* Responsible for landscaping, weedeating, mowing, mulching, pruning, right-of-way mowing and related general maintenance of City grounds, buildings and facilities.
* Cleans up trees, brush and other litter/debris from City grounds.
* Builds flower boxes and plants flowers.
* Drives trucks to haul gravel, dirt, mulch and other material/equipment.
* Performs a variety of multi-craft related maintenance duties including, but not limited to: plumbing, including repair of leaks, pipes, urinals, etc; painting of buildings, facilities and fixtures, carpentry including construction and/or repair of structures and facilities, changes bulbs and lights, installs light fixtures, masonry work such as block and brick laying and pouring concrete.
* Performs general maintenance of City vehicles and equipment as required including: changing oil, greasing, changing tires, minor equipment installation, cleaning and/or changing air filters, painting, washing and cleaning.
* Performs snow and ice removal from City grounds, steps and walkways.
* Assists City Street Department with snow removal from City streets.
* Performs additional duties or emergency duties after normal work hours when requested by supervisor.

**REQUIRED KNOWLEDGE AND ABILITIES**

* Ability to use a variety of tools and equipment as required for job.
* Requires demonstrated mechanical aptitude and experience in multi-craft maintenance and repair.
* Requires strong physical stamina and performs heavy manual work for extended periods of time.
* Ability to operate a variety of light and heavy equipment.
* Ability to understand and follow instructions from supervisors.
* Ability to maintain a high level of discipline and morale.
* Ability to keep accurate records and make reports if required.
* Ability to communicate clearly and effectively orally and written.
* Ability to understand and conform to safety standards and precautions.
* Ability to establish and maintain an effective working relationship with the public, other employees and supervisors.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

*Any combination of training and experience equivalent to the following can be approved at the discretion of the department supervisor, Human Resources Administrator and City Manager.*

* High school diploma, or equivalent, plus a minimum 3 years of related experience.
* Valid Tennessee driver’s license and ability to obtain a Tennessee Class B commercial driver’s license within first year of employment.
* Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools and equipment. Must be able to use body members to work, move or carry objects/materials. Requires bending, crouching, stooping. Must be able to lift heavy assemblies of various weights; however, assistance (both physical and mechanical) is provided when necessary. Requires heavy lifting of general up to 100 pounds and heavier.

Physical demand requirements are at levels of those for very heavy work.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, oil, fuels, grease, odors, wetness, fumes, extreme temperatures, noise extremes, machinery, vibrations, electric currents, toxic agents. Work includes indoors and outdoors as required for maintenance activities.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling to convey or exchange information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually and with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.)

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature Date |