



Job Title: Maintenance Personnel- Full Time Position

Purpose of this Position: This is a non-exempt 40 hours a week position who assists and performs manual to semi-skilled to journey level work in the public works, utility, parks, and other city departments.

Summary of Essential Duties:

Street and Alley Repair:

- Spreads, packs, and finishes gravel, rock, asphalt, cement or other material using shovel, hoe, rake, float, trowel, backhoe, skid-steer, Etc.
- Assists in filling potholes, cleans and repairs catch basins, storm drains.
- Prepares, installs, and maintains street signs.
- Paints street lines and crosswalks.
- Assists in keeping streets and alleys clear of debris.

Water and Wastewater:

- Cleans and performs preventative maintenance of main sewer and water lines.
- Installs and repairs service lines and mains.
- Sets and repairs various meters.
- Performs repairs of sewer lift stations, water wells, etc.
- Makes periodic inspections of treatment stations to check chemical dosages and equipment.
- Makes minor repairs to equipment when needed.
- Collects samples, as needed, for performing water testing.

Grounds:

- Mows, weeds, trims, and picks up debris around street signs, roadways, ditches, landfill, and City buildings.
- Assists in installing and repairing walks, fences, recreation, and park equipment.
- Cleans and repairs park restrooms, walkways, and other facilities.
- Assists with preparations for funerals as required, using caution to preserve the condition of existing gravesites.
- Assists in emptying park and main street trash cans.
- Assists in ensuring landfill lagoons are mowed and maintained.

Building Maintenance:

- Performs minor to more complex building maintenance on city facilities as required.
- Assists trade workers in electrical, plumbing, and other duties required to maintain the city facilities.

Sanitation:

- Assists with recycling activities as required.
- Assists with gathering trash and loose debris from landfill by hand, backhoe, skid-steer, etc.
- Assists in driving garbage truck (CDL required) as required.
- Assists in cleaning and maintaining garbage truck as required.

**Meter Reader:**

- Records in the field usage of water and transmits information to the city clerks for billing. (SHALL NOT ESTIMATE METER READS.)
- Reports meters not accessible for reading to supervisor.
- Checks meters to ensure proper functioning, repairs and reports defects.
- Assists in ensuring meter boxes are cleaned out and accessible.
- Assists in the installation of meters
- Paint gas meters when needed to prevent corrosion.
- Change meter lenses as needed to ensure proper visibility.
- Inspect identified locations for water/gas leaks and identify problems.
- Assists in digging up lines to perform repairs.
- Assists in setting up new services or shutting off service.

Minimum Qualifications:

- High School diploma or GED
- Knowledge of operation and maintenance of all vehicles and equipment.
- Knowledge of traffic laws, regulations concerning safe operation of equipment used to perform assigned tasks.
- Skill and ability to work safely with hand and power tools.
- Skill and ability to understand and follow oral and written instructions, read and record information accurately, and follow up on complaints.
- Skill and ability in foot, hand, eye coordination in using tools and equipment to complete job assignments.
- Skill and ability to read maps and learn the geographical outlay of all the streets, alleys, utilities, and well locations.
- Valid commercial driver's license required.
- Must possess driving record acceptable to city's insurance carrier.
- Must be able to pass a pre-employment/ random drug and alcohol screening as required.
- Must comply with all policies and procedures set forth by the City of Hooker.

Production Standards:

- Will complete assigned duties in an efficient manner.
- Will establish an effective and positive working relationship with fellow employees and members of the public.
- Will assist with any duties as required to complete any of the operations in all areas.
- Will complete any other duties as assigned.

Working conditions/ Physical Requirements:

- Must be able to work outdoors in inclement weather and all seasons.
- Must be able to work in confined spaces, slick/wet surfaces, noisy areas, and areas with offensive smells.
- Exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, and hazardous materials.



- Must be able to pull, push, and lift 50-pound objects on a frequent basis and up to 100 pounds on an infrequent basis.
- Must have flexibility to bend, twist, reach, climb, crawl, and walk.
- Must have dexterity to operate machinery and tools on uneven surfaces, etc.
- Must have stamina to exert self throughout the day in all weather conditions.
- May be required to work weekends, holidays, and overtime as needed.

Signature

Date