

Job Description
Seasonal Maintenance Worker I

City of Troy, Missouri
Street Department

General Purpose of Position

Completes maintenance of public facilities and works on capital projects as assigned. This is a temporary seasonal position from approximately April 1st to November 1st of each year not to exceed a total of 1500 hours per year.

Major Duties and Responsibilities

Maintains streets:

- Completes patchwork and crack sealing as needed
- Fills potholes using appropriate materials
- Prepares roads and curbs for paving
- Back-fills curbs upon completion of work

Maintains rights-of-way:

- Keeps signs and intersections clear of limbs and grass
- Mows grass and trims weeds along city streets and in medians
- Removes trash as necessary

Uses basic equipment to complete various departmental activities

- Checks equipment before each use
- Determines when equipment needs to be used
- Operates equipment according to safety guidelines
- Performs maintenance when it is necessary

Maintains shop and equipment:

- Makes sure equipment and supplies are ready for use
- Performs safety checks and basic maintenance on equipment
- Follows all procedures when fueling equipment

Prepares work areas for installations and repairs:

- Digs trenches following appropriate safety measures
- Performs appropriate backfilling and landscaping

Maintains City buildings and facilities:

- Performs routine and necessary carpentry and plumbing
- Performs other necessary cleaning or maintenance duties

Performs repairs on main breaks:

- Digs line, jackhammers, recognizing the risk of flooding
- Places proper repair clamp
- Performs appropriate backfilling and landscaping

Maintains animal pound and performs animal control responsibilities:

- Maintains and cleans animal control facility

Performs other duties related to departmental activities:

- Attend training and other professional development as needed or required
- Assists with concrete work and laying asphalt
- Backfill sinkholes and other depressions

Performs similar duties for other City departments as assigned

Performs other duties as directed.

Job Context

Status	Seasonal
FLSA Status	Non-exempt
Department	Public Works Department
Immediate Supervisor(s)	Public Works Superintendent
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Flexible seasonally, including weekends
Frequency of Overtime	Limited
Frequency of Night Work	Limited, seasonally, as needed
Shift Position	Not Applicable
On Call Status	On Call, seasonally, as needed
Percentage of Work Indoors	5% or less
Percentage of Work Outdoors	95% or more, in all types of weather conditions
Types of Accountabilities	Safety and maintenance activities
Exposure to Chemicals / Hazardous Materials	Daily
Applicable Chemicals / Hazardous Materials*	Raw sewage, household hazardous wasters, cleaning supplies, acids, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt dust, flood water, mace, blood and other animal fluids, close proximity to power lines, noise level usually loud and occasionally very loud
Average Stress Level	Moderately High, varies with activities
Physical Work Associated With This Position**	Working in confined spaces, lifting 80 to 100 pounds, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment and/or animals, pulling and pushing, chasing animals in vehicle or on foot, using aerial equipment, works near moving mechanical parts, frequently works in outside weather conditions

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must be able to read and write in English; a high school diploma or equivalent is preferred. A minimum of one year experience in general public works fields is preferred. An equivalent combination of education and experience will be considered..

Licenses and Certifications

The person in this position must have a valid Missouri Chauffeurs Driver's license. Must be able to pass pre-employment drug and alcohol testing. Must be able to complete confined space training.

Knowledge, Skills and Abilities

Knowledge

- Ability to safely and efficiently operate various types of mowing equipment from riding mowers, push mowers, to string trimmers
- Ability to safely and efficiently clean and maintain various buildings including restrooms, food service areas, etc.
- Basic equipment maintenance and repair
- Turf management principles and practices
- Departmental policies, rules and regulations

Skills and Abilities

- Install, maintain and repair water and sewer lines
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow procedures to maintain vehicle and equipment
- Ability to lift 50 lbs on a regular basis, and occasionally lift 80 to 100 lbs