

# MAINTENANCE WORKER I

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Town of Springerville

Public Works Department

## POSITION SUMMARY

Under the supervision of the Director of Public Works and the Foreman, the maintenance worker I performs manual labor tasks primarily in the general maintenance section of the Public Works Department. This position is non-exempt under FLSA

## ESSENTIAL FUNCTIONS

- Install and maintain water meters
- Assist in reading water meters
- Assist with water meter turn-ons and shut-offs
- Operates a variety of departmental equipment and trucks
- Supervises inmate crew members

## MARGINAL FUNCTIONS

- Assists other departments as the need arises
- Coordinates department activities with other city and county departments
- Performs other duties as deemed necessary or assigned

## CERTIFICATIONS

- High School Diploma/GED
- Class B CDL with Tanker Endorsement
- At least 1 year of experience in a related field

## POSITION REQUIREMENTS

**Experience:** Minimum of one year of experience in a comparative position.

**Education:** A High School Diploma or GED is a requirement of this position.

**Technical Skills:** This employee must be able to operate hand tools, trucks, and other departmental equipment. The ability to read and interpret written instructions, maps and manuals. Excellent mechanical skills are also required.

**Problem Solving:** Limited problem solving is a factor in this position.

**Decision Making:** Limited decision making is a factor in this position. This employee makes decisions about performing necessary repairs, and performing daily duties in the most efficient manner.

**Supervision:** This position reports directly to the Public Works Director.

**Financial Accountability:** This position is directly responsible for the safe operation of departmental equipment in a cost-effective manner.

**Personal Relations:** Frequent contact with supervisory personnel and other Town employees is expected. This position may also interact with the public on a daily basis.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to machinery, excessive noise, and all types of weather conditions is to be expected. Exposure to human bodily fluids is also possible

**Physical Requirements:** Manual labor including the ability to stand, walk, stoop and kneel is required daily in this position. This employee must be able to lift up to 100 pounds occasionally and have excellent hearing and vision.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION LAST UPDATED JULY 2019.**