

City Maintenance Staff (Full Time)

Is a non-exempt position, under general supervision of the appointed department head. The Maintenance Supervisor is responsible for (but not limited to) the following.

Work Environment:

Primarily performs work outdoors in all types of weather, near traffic, where conditions may be dirty, uncomfortable and hazardous, and indoors where there is exposure to physical hazards, chemical, electrical and mechanical systems, domestic wastewater, confined spaces, and other dangers.

Physical Requirements:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Position is subject to 24-hour call-back/on-call as assigned to resolve and/or perform emergency maintenance/repair after normal working hours. This position may require working in excess of 8 hours per day or 5 days per week.

Licensing and Certifications Required:

- High school education or equivalent.
- Possession of a valid driver's license
- CDL
- Basic knowledge of machinery.
- Operator 1 Waste Water Certification required or upon completion of one year's fieldwork must take and pass the Operator 1 Waste Water Certification.
- Certification continued by 10 education hours every two (2) years.

- Pass a complete physical prior to employment.

Essential Duties:

- Preventive maintenance and repairs on the city parks (Jones 1 and 2).
- Grass, weed, trees & shrubs-mowing, trimming and removal in city parks along all roads and on all city property.
- MAINTENANCE ON SEWER PONDS
- Maintain dikes and riff-raff.
- Maintain all grass, trees, and weeds to State of Kansas & Dept of Health & Environment specifications.
- Maintain daily documentation of discharge.
- Preventive maintenance and repair on all city machinery and equipment.
- STREET MAINTENANCE
 - Grade.
 - Snow and ice removal.
 - Clean ditches and culverts.
 - Application of gravel.
- Preventive maintenance and repair on all city owned buildings.
- City sidewalk maintenance.
- Collection and centralization of city trash into the city dumpster.
- Installation and maintenance of all city signs.
- Installation and maintenance of Christmas decorations.
- Maintenance & basic repair of city tools & equipment.
- Installs, services, and repairs the city's water and sewer systems, including water and sewer lines, sewer lift and water pump stations, water reservoirs, hydrants, and associated system valves and appurtenances.
- Completes work orders issued by the City Council or City Clerk.

- Prepare, develop, and formulate plans/supplies needed for road maintenance and repair.
- Ability to:
 - Follow safety rules and regulations
 - Work in confined spaces
 - Operate wide variety of tools
 - Read blueprints, as-built sketches and maps.
 - Operate Equipment: Road Grader, Dump Truck, Back Hoe, Tractor, Welder/Generator, Chain Saw, Weed Eater, Chipper, Brush Hog, Line Striper, Mower, etc.
- Performs semi-skilled and unskilled work in the repair and maintenance of city streets and alley ways. Performs semi-skilled and unskilled work in the repair and maintenance of city streets and alley ways. The employee in this position will repair asphalt streets, finish concrete, patch holes, haul rock, and trim trees. Work follows prescribed policies and procedures and will be supervised during the learning period.
- Performs skilled mechanical work on a variety of vehicles and machinery. The main responsibility of this position is to make repairs and perform maintenance on city owned vehicles and equipment.
- Responsible for directing, coordinating, supervising, and inspecting the activities of any seasonal or temporary maintenance staff. The employee in this position determines maintenance and construction needs and consults with the public works director. The employee in this position will supervise the clean-up and maintenance of city bridges, streets, and street lighting system.
- Performs semi-skilled and unskilled work in the construction and maintenance of the city's electric distribution system. The employee in this position is responsible for exercising judgement as to the details of assigned work within prescribed operating procedures.
- Performs skilled and supervisory work in connection with wastewater treatment facilities. Wastewater treatment facilities include operation and maintenance to ensure compliance with treatment standards set by the State of Kansas Department of Health and Environment.

- Oversees &/or ensures completion of any park maintenance as well as preparation for special events.
- Accurately completes required work orders as directed.
- Manage, assign, supervise, and coordinate day to day tasks for any seasonal/temporary maintenance staff.
- Assist in the cross-training of other maintenance staff to ensure regular and consistent services can be maintained and to support continuity of operations during absences or transitions.
- Communicate effectively orally and in writing.
- Deal with the public tactfully and courteously.
- Establish and maintain effective working relationships among co-workers and other City personnel, elected officials, and the general public.
- Follows/adheres to all city policies and procedures, and safety program regulations and requirements.
- Both positions will work together to fulfill the day to day duties of the department.