

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 4

Position Number:		Name:	
Class Number:		Class Title:	Public Works Maintenance Worker 1
Civil Service Status:	Classified	Dept./Div:	Public Works
Employment Status:	Full-time, Regular	Reports To:	Public Works Superintendent
FLSA Status:	Non-exempt	Supervises:	
Pay:	Collective Bargaining Agreement	DOT (closest applicable number):	869.687-026

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education and one (1) year public works maintenance experience, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; demonstrable ability to travel to and gain access to field work sites and operate heavy equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Ohio Commercial Driver's License; must qualify for and maintain insurability under the city's vehicle insurance policy.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Trucks, backhoe, front end loader, motorized street sweeper, tractor, skid loader, asphalt paver, portable jackhammer, push lawn mower, small portable compactor, gas powered chop saw, post driver, jet rudder.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The employee has exposure to hot, cold, wet, humid, or windy weather conditions; severe weather; hazardous driving conditions; possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., backhoe, loader, etc.); exerts up to 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or up to 20 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects; attends functions or performs duties outside normal working hours; periodic exposure to traffic.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

50% (1) Operates heavy equipment to perform street construction, maintenance, and repair activities (e.g., backhoe, front end loader, motorized street sweeper, tractor, skid loader, asphalt paver, etc.); paves asphalt, patches street, cuts street using tools, grinds concrete street, repairs and installs curbs, seals cracks, plows snow, salts streets, sweeps streets, berms streets, hauls debris and asphalt from streets, and other street maintenance and construction work (e.g., pulls and pushes 20 pound asphalt and stone using hand tools; carries and lifts 90 pound concrete bags to repair curbs; lifts 100 pound portable

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 4

Position Title: Public Works Maintenance Worker 1 **Name:**

jackhammer to remove concrete street; lifts and carries five (5) gallon buckets of various material including but not limited to paint, cleaning liquid, sealer, stone, asphalt, etc. weighing up to 40 pounds; lifts and carries 30 pound stacks of five (5) traffic cones, 16 pound large traffic cones, 20 pound portable street signs, 20 to 40 pound street barricades, etc. to limit access to streets while maintenance work is performed; lifts and carries temperature warning sign stands weighing 20 pounds; etc.); schedules time for concrete truck to arrive when preparing streets for concrete repair; determines time necessary to form areas to repair; maintains records of work completed.

20% (2) Installs, repairs, maintains, and cleans manholes and sanitary and storm sewers and catch basins (e.g., lifts and carries 70 pound sewer pipe to remove old and lay new sewer lines, lifts and pulls 130 pound manhole covers to access and recover manholes; carries 25 pound gas powered chop saw to the location of metal in need of cutting; lifts and pulls 100 pound catch basin grates to dig catch basins; etc.); operates sewer maintenance equipment and facilities during normal work hours and in times of emergency.

13% (3) Erects sign posts and signs (e.g., lifts sign post driver weighing 25 pounds to install posts; etc.); installs non-electric traffic control devices; operates tractor and push lawn mower to mow; lifts 70 pound push lawn mower in and out of truck to transport to area in need of mowing; loads snow from driveways, sidewalks, playing courts, etc.; operates pickup and dump trucks to haul snow, dirt, gravel, and equipment, etc.; lifts and lowers 120 pound dump truck tailgate to contain and release dump truck contents; operates truck equipped with snow plow; sprays weeds; clears and grubs right-of-ways and parks; cuts, saws, loads, and hauls trees, brush, and limbs weighing up to 30 pounds; pulls and pushes 20 pound leaf collector hose for leaf pickup; lifts 60 pound grass seed to load into seed spreader; sows grass seed using seed spreader; lifts and carries 40 pound bales of straw to grass seed locations and spreads straw over grass seed; lifts and carries trash weighing up to 60 pounds during and after events and as needed; lifts and carries large 16 pound barrels to designated locations; lifts 200 pound small portable compactor; lifts lumber weighing up to 30 pounds while performing rough carpentry work.

10% (4) Performs any and all other duties as assigned (e.g., maintains facility, equipment, and supplies; performs preventative maintenance, minor repairs, and routine cleaning and maintenance of facility and equipment; assists other departments including but not limited to repairing and installing water mains and parks maintenance related activities; etc.).

7% (5) Performs light equipment and vehicle maintenance and repair functions (e.g., changes oil and filters; lubricates; checks systems; replaces worn parts; lifts and carries fuel cans weighing up to 45 pounds to refuel vehicles and equipment; lifts propane tanks weighing 20 to 40 pounds to replace tanks when empty; etc.); operates standard testing equipment to perform engine tune-ups; tests repaired equipment and vehicles for proper operation; solicits and secures minimal quotes for needed parts.

(6) Maintains required licensures and certification, if any.

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 3 of 4

Position Title: Public Works Maintenance Worker 1 **Name:**

(7) Maintain personal and professional competence and awareness; attend professional education and training sessions, seminars, and workshops.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(10) Operates equipment effectively and efficiently to perform assigned tasks while also being able to identify projects that may need completed with minimal supervision to complete.

(11) Performs related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: building and grounds construction, maintenance, and repair; safety practices and procedures; proper lifting techniques; road construction, maintenance, and repair; sewer construction, maintenance, and repair; vehicle maintenance and repair; snow and ice removal; carpentry; organizational policies and procedures.

Skill in: motor vehicle operation; heavy equipment operation (e.g., backhoe, front end loader, motorized street sweeper, tractor, skid loader, asphalt paver, etc.); use of bench and/or hand tools; use or operation of lawn equipment; troubleshooting equipment malfunctions.

Ability to: perform heavy manual labor for extended periods of time in often adverse conditions; recognize unusual or threatening conditions and take appropriate action; carry out detailed but basic instructions; read, copy, and record figures accurately; recognize safety warnings; communicate effectively; cooperate with coworkers on group projects; complete routine forms; operate heavy equipment; constantly travel to and gain access to worksite.

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 4 of 4

Position Title: Public Works Maintenance Worker 1

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:
Date Revised:
4893-4867-6552, v. 1

Developed by:
Clemans, Nelson & Associates, Inc.
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