



MAINTENANCE WORKER

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Operations Supervisor	Union: AFSCME

JOB SUMMARY

Repairs and maintains streets, alleys, sidewalks, and parking lots; removes snow from streets and parking lots and spreads road salt; manufactures, repairs, and replaces street signs; repairs and replaces sewer lines, inlets, and manholes; cleans sewer lines; cleans streets and Public Works facility; mows grass, picks up leaves, and grinds stumps.

ESSENTIAL FUNCTIONS

- Repairs streets and alleys by asphalt patching, crack sealing, grading, and laying bricks using air and power tools as assigned.
- Removes, sets forms, prepares base, pours and finishes concrete for streets, sidewalks, curbs, gutters, and A.D.A. accessible ramps using air and power tools as assigned.
- Paints streets, parking lots, and curbs using roller, tape applicator, thermal plastic machine and paint machine as assigned.
- Removes snow from streets and parking lots using snow plow, snow blower and shovel; spreads road salt on streets; puts up snow fences as assigned.
- Manufactures, repairs, and replaces street signs as assigned.
- Sets up and removes traffic control signs, barricades, and barrels for special events as assigned.
- Comprehends base maps.
- Cleans sewers using Vactor or rodding machine and maintains checklist of Vactor.
- Completes log sheets of sewer calls as assigned.
- Repairs and replaces sewer lines, inlets, and manholes using air and power tools as assigned.
- Completes televising unit reports and requests maintenance as necessary.
- Responds to emergency calls about snow, sewers, and signs.
- Cleans trash and debris from streets and right-of-ways using push brooms and hoses as assigned.

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- Hauls and dumps trash; grinds stumps using wood chipper; picks up leaves using dump truck and shovel as assigned.
- Mows grass using hand and riding lawn mowers, bush hog, and edger as assigned.
- Cleans Public Works facility and yard as assigned.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Knowledge & Experience

- Knowledge of basic math and communication skills typically acquired through graduation from high school.
- Knowledge of materials, tools, equipment and construction standards typically used in the maintenance of public sector infrastructure.

Preferred Attributes

- At least eighteen months prior on-the-job experience in any of the categories of concrete construction or repair, asphalt construction or repair, sewer construction or repair, or traffic sign construction and maintenance where the work performed was the primary occupation of the applicant.

Ability To

- Comprehend and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Maneuver and position objects weighing 50 pounds regularly, and up to 75 pounds occasionally.
- Safely operate City vehicles requiring a State of Illinois Class B CDL.

Licenses, Certifications and Memberships Required

- Must possess a State of Illinois Class B CDL driver's license or obtain one within six (6) months of hire.

Security Level

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Supplemental Information

Responsible for

- Safe operations of City vehicles, including commercial motor vehicles.
- Routine maintenance of equipment used.

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Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures, etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 75 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

Vision/Hearing

Able to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Able to hear in the normal audio range with or without correction.

Job Dimensions

- Occasional contact with public requiring courtesy, discretion, and sound judgment.
- Contact with other City Departments.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change endeavors.

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The City of Urbana is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Urbana encourages both incumbents and individuals who have been offered employment to discuss potential accommodation with the employer.

Class Specification History

New class:

General Revision:

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category	LVL