

City of Macedonia Service Department Job Description

Job Title:	Full-time Maintenance Worker
FLSA Status:	Non -Exempt
General Description of Work:	Performs general labor and maintenance to all City-owned parks, grounds, buildings, streets, roads, and storm sewers.
Supervision Received:	Receives direct supervision from the Service Director, and/or Working Foreman, and/or Parks Lead Man when working in the parks.
Schedule:	Regular business hours, and evenings and weekends as needed or directed.
Pay Grade/Hourly Rate:	Per Teamsters Collective Bargaining Agreement

Required Minimum Qualifications: High school diploma or equivalent. Two to five years of related experience with good work record. Ability to perform general labor duties, follow directions, and show respect. Ability to safely use and maintain equipment, trucks and vehicles, hand tools, power tools, and follow all safety regulations. Possess and maintain a valid CDL drivers license and be insurable through the City's Insurance. Ability to be on 24 hour call as needed by management. Ability to effectively work and communicate with the general public, co-workers, and management. *An individual who poses a threat to himself/herself or others in the workplace will be deemed not qualified for the position.*

Preferred Certifications: Bloodborne Pathogens

Essential Functions:

1. Parks

Grounds maintenance to City parks and City-owned properties such as, but not limited to:

- a. Mowing, weeding, fertilizing, aerating
- b. Planting shrubs and flowers
- c. Cutting and trimming trees
- d. Maintaining playing fields and playground equipment
- e. Litter and refuse collection
- f. Restroom cleaning
- g. Performs safety checks and minor repairs on playground equipment
- h. Perform minor building repairs
- i. Special event set-up and tear down

2. Service

- a. Maintain City streets and roads
- b. Plow snow and apply salt for ice control at any time day or night
- c. Clean and dig ditches
- d. Dig and lay drain pipe
- e. Assist with masonry projects such as constructing catch basins and storm sewers
- f. Perform road repairs using hot and cold materials
- g. Repair berms
- h. Roadside mowing / perform leaf collection and brush collection
- i. Litter collection and miscellaneous landscaping

3. Grounds

- a. Cleans and performs light preventative maintenance to vehicles and equipment, performs any other duties and works with any crews as assigned or required by management. Works overtime hours as requested and required.

Physical Demands and Requirements:

The following physical demands are representative of the normal operational requirements of the department that must be met by an employee to perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Ability to see, hear, and carry out verbal and written instructions.
- b. Ability to sit, stand, stoop, bend, and walk about.
- c. Possess an audible voice for communication
- d. Ability to climb into and out of confined spaces, climb a ladder to normal building heights.
- e. Ability to lift at least 50 lbs.
- f. Ability to follow and comply with Drug Free Workplace Program Policy.
- g. Must work well with others and work well with management.

Work Environment:

- Normal operations of the department require working under emergency situations, noisy conditions, exposure to dust and pollutants, exposure to noxious fumes and toxins, working in unsanitary, hazardous, or confined spaces (if trained), heavy lifting, and working outdoors in all weather conditions and temperatures. Personal protective equipment is provided by the City.

Employee Print

Employee Signature

Date