



City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6003 Fax: 816-737-6097

Position Announcement

Maintenance Worker

Department: Public Works Posted: Rev December 2018
Grade/Status: Non-Exempt Salary: 13.7093/hr starting

Job Description: Performs various semi-skilled and unskilled maintenance activities related to public works infrastructure.

Required Knowledge, Skills and Abilities: Operate various light equipment and tools. Equipment safety and maintenance. English usage and spelling. Adhere to safe work practices and procedures.

Special Requirements: Current driver's license. Ability to pass drug screen and obtain Class B CDL. Possess physical fitness level needed to perform essential functions. HS diploma or equivalent. One year of general maintenance experience.

ADA Requirements:

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, and lifting and carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require sound, depth, texture, visual and oral perception and discrimination.

Schedule: Generally 7:00 a.m. – 4:00 p.m., Monday – Friday

Benefits: Full-time position eligible for City benefits.

Application Process: Complete employment application. Application may be obtained from and should be returned with resume to: Raytown City Hall, 10000 E 59th St, Raytown, MO 64133, ATTN: HR. Fax: 816/737-6097. Email: hr@raytown.mo.us.
Description and application also found at www.raytown.mo.us

Closing Date: Open until filled.

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. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



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MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform various semi-skilled and unskilled maintenance activities related to public works infrastructure; and to perform a variety of manual tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor.

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform various tasks related to the maintenance and repair of city streets including mow right-of-way, fix pot-holes, trim trees, and cleaning ditches; perform various tasks related to the repair and maintenance of sewer lines including cleaning sewer line and digging up and replacing sewer mains.
2. Operate various light equipment including mowers, tiller, pickup truck, chain saw and other equipment as needed.
3. Assist with the cleaning out of clogged sewer lines; operate snowplow during wintertime; trim trees and haul brush to be mulched.
4. Perform street cuts and clean driveway ditches and storm drains; raise manholes.
5. Adhere to safe work practices and procedures.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.



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QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public works maintenance program.
Methods and techniques of maintenance equipment operation.
Pertinent Federal, State and local laws, codes and regulations.
Basic principles and procedures of record keeping.
Operations, services and activities of the city.
English usage, spelling, grammar and punctuation.
Operational characteristics of various maintenance equipment and tools.
Occupational hazards and standard safety practices.

Ability to:

Operate a variety of maintenance equipment in a safe and effective manner.
Perform heavy manual labor.
Interpret and apply Federal, State and local policies, laws, and regulations.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *answering questions*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *recognizing and responding to questions*
- *speaking in a clear, audible voice*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *lifting or carrying moderate to heavy objects*
- *operating assigned equipment.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:



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One year of general maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certification

Possession of an appropriate, valid Missouri Class B commercial driver's license.

WORKING CONDITIONS

Environmental Conditions:

Field environment, travel from site to site; exposure to inclement weather conditions; noise, dust, grease, smoke, fumes, gases; potentially hazardous equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, stooping, pulling, pushing or walking for prolonged periods of time; general manual dexterity; and operating motorized equipment and vehicles.