



City of Loveland Position Description

Title: Maintenance Worker

Pay Range Number: 3

Civil Service Status: Classified

Employment Status: Full-time

FLSA Status: Non-exempt

Class Title: Maintenance Worker

Dept./Div: Public Works

Reports To: Public Works Director

Supervises: N/A

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma/GED or any equivalent combination of training and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license in good standing; must maintain insurable status with City insurance carrier; must be able to obtain an Ohio C.D.L license within six (6) months of service with the City.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: safe and correct use of hand and power tools and equipment common to the work; occupational hazards and safety precautions of the work; department policies and procedures; department goals and objectives; workplace safety.

Ability to: learn the methods, materials and equipment used in building and grounds maintenance work; learn to operate and control power tools; small trucks and equipment, snow blowers and other equipment; provide and follow instructions in written and oral form; establish and maintain effective working relationships with others; lift heavy objects, dig, bend and lift while making repairs; judge distance effectively in operating all equipment; stand and sit for long periods of time; perform varied and strenuous physical manual work for prolonged periods of time; work in extreme weather conditions; work independently

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

- 1) Forms, pours and finishes concrete; spreads gravel, dirt, tar and other materials in the repairs of roads and sidewalks; loads and unloads bobcat and other trucks.
- 2) Performs a variety of grounds maintenance work, including planting and trimming trees and shrubs, mowing grass, clearing areas of brush and trees, snow removal, raking leaves,
- 3) Operates large equipment including but not limited to snowplows, backhoes and dump trucks.
- 4) Assists in repairing water lines, assists in rodding and cleaning manholes; digs ditches.
- 5) Assists in preparing and painting walls and buildings; makes minor repairs to City buildings; assists in minor construction/repair, carpentry, electrical and plumbing work.
- 6) Operates a variety of standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.
- 7) Assists in picking up trash and recycling; assists with special pickups; washes trucks; greases and maintains trucks; clears debris from ditches.
- 8) Assists with maintenance of ball fields, parks, rights-of-way and City property.

- 9) Follows all department safety practices and procedures.
- 10) Performs work, on call, in emergencies.
- 11) Maintains all required licenses and/or certificates.
- 12) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 13) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as required.

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

Large powered equipment including but not limited to backhoes, dump trucks and snow plows.

Standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.

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

The Maintenance Worker may work outside in inclement and severe weather conditions with exposure to extreme hot and cold. This position may work in emergency conditions involving ruptured pipes, unstable building conditions, or other tasks require quick work in adverse conditions, and unusual physical exertions.

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)