

City of Dover

Maintenance Worker

DEPT: Maintenance

REPORTS TO: Mayor/City Hall

Pay Scale/Grade: \$3,040 – \$4,800 monthly

Date Job Description Established: _____

FLSA STATUS: Non-Exempt

Date Revised: 09/19/2022

JOB SUMMARY:

Performance in a variety of tasks involving construction, maintenance and repairs to the city pathways, facilities, systems, equipment, tools, parks, vehicles and buildings. The Maintenance Worker may operate a truck, plow, heavy equipment, hand tools, motorized equipment, mowers, tractors, and various other equipment and systems. Assignments are supervised and outlined by the mayor or designated department head, who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgment in work methods and planning detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES (The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned):

- Drive trucks, haul & stockpile dirt, gravel & salt, blacktop and fill for facility construction repairs
- Check streets and roadways and report finding to City Hall.
- Check culverts, shoulders and waterways owned by the city for issues.
- Operate power equipment including attachments, maintain & repair equipment in good operating condition
- Perform carpentry and masonry work in constructing and repairing facilities
- Plow snow/contracted walkways/remove snow/grading, salt and sand town pathways, as well as municipal parking lots;
- Pick up trash and debris, clean catch basins and remove leaves
- Perform shop work, welding and carpentry work on city property
- Operate chain saw, removal, and hauling of trees, brush and stumps. Mowing, brushing, and clearing right of ways
- Answer emergency calls and explain and work cooperatively with the public
- Erect and remove barricades and snow fencing as required
- Does seasonal related work as required
- City Hall repairs, maintenance, snow shoveling/plowing, & salt application as needed
- Other duties as assigned
- Analyzes and recommends purchases to minimize expenditures
- Participates in department strategic planning activities
- Establishes work goals, objectives, and priorities

- Prepares management and administrative reports on maintenance, repairs, and recommendations for such
- Participates in departmental audits
- Prepares and submits budget requests, controls expenditure and inventory
- Keeps immediate Supervisor fully and accurately informed concerning work progress, including present and potential problems and suggestions for new and improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate co-workers to maximize effectiveness and efficiency of interdepartmental operations and processes;

SECONDARY DUTIES AND RESPONSIBILITIES:

- On-call on holidays and after hours to respond to emergency situations;
- May be required to present budget and answer questions for the city council and mayor

KNOWLEDGE, SKILLS AND COMPETENCIES

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Knowledge of general maintenance, construction, tools, and equipment
- Knowledge of the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repairs work
- Knowledge of the methods, materials, tools and equipment necessary for work performed
- Ability to perform the specialized semi-skilled maintenance and repair
- Ability to perform strenuous work, including heavy lifting
- Anticipate on call and respond to weather emergency events requiring maintenance under adverse weather conditions
- Ability to operate appropriate vehicles, equipment and systems effectively
- Ability to carry out oral and written instructions
- Possession of a valid driver's license
- Willing to work outside of normal work hours which are 8:00 a.m. – 5:00 p.m. Monday- Friday in the winter months and 7:00am – 4:00pm in the summer months.

Skill and Ability to:

- Effectively plan, manage, and coordinate maintenance of equipment, systems, tool and vehicles
- Communicate with staff, colleagues, and elected officials regarding all business-related matters;
- Prepare accurate and grammatically correct written reports

ACCEPTABLE EXPERIENCE AND/OR TRAINING:

- Idaho Driver’s License; and
- Additional certifications for specialized programs.
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully lead the maintenance department.
- Must successfully pass a drug test.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This employee must have:

- Sufficient mental capacity to effectively manage, plan, and carry out maintenance functions.
- Ability to work in inclement weather conditions, and on uneven surfaces.
- Ability to sit, stand, bend, stoop, grasp, reach, perform fine hand motor movements and may be required to lift up to 50 pounds.
- Ability to see and hear sufficiently to perform assign tasks.

TRAVEL:

Travel is not required for this position.

JOB DESCRIPTION MAY BE UPDATED AND/OR MODIFIED:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice. This Job Description does not in any way create a binding contract or employment contract with the prospective employee, nor does it alter the “at-will” employment status of any employee, unless otherwise provided for in a written employment contract.

SIGNATURES:

By signing this job description, the employee acknowledges that the job description has been approved and that the employee understands the requirements, essential functions, and duties of the position.

Employee Name and Date

Supervisor Name and Date