

# **Public Works**

The City of Locust Grove seeks all qualified individuals within the current employ by the City for the position of Maintenance Worker I. We will be accepting applications through March 4, 2015 at 4:00 PM. Note that all job seekers are subject to the Personnel Policy, including successful drug screening prior to any job offer.

## Job Title: Maintenance Crew Worker/Maintenance Worker I

### Job Summary:

This position is responsible for the installation and maintenance of the water distribution/collection systems or road and drainage system repairs and maintenance. Work may involve installing and maintaining meters, water lines, fire hydrants, taps, streets, street signs and drainage systems. Work may also include building, grounds and street maintenance duties.

### CLASS CHARACTERISTICS

MAINTENANCE WORKER I - This is the trainee classification level.

### Major Duties:

- Operates light equipment that includes lawn mowers, weed eaters, pumps and saws;
- Performs ground maintenance duties;
- Performs building maintenance duties such as minor carpentry and painting, when necessary;
- Performs daily safety checks on equipment; ensures vehicle and equipment maintenance and cleaning;
- Responds to customer complaints;
- Responds to and participates in emergency calls;
- May operate City vehicles in the performance of duties or to attend training programs;
- Performs other related duties, as assigned.

### Knowledge Required by the Position:

- Ability to follow established safety rules and departmental policies and procedures.
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain effective working relationships with City employees and the general public;
- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner;
- Ability to lift and carry heavy objects (10-100 lbs.) and bend, squat, twist, crawl, and/or climb on a daily basis;
- Ability, to work in a variety of extreme weather conditions for an extended period of time;
- Be available and able to respond seven days a week, 24 hours a day for system

emergencies as needed.

**Supervisory Controls:** This work is performed under the general supervision of the Public Works Manager.

**Guidelines:** Locust Grove City code, DOT Safety regulations.

**Complexity:** This position requires performance of specific tasks with minimal need for interpretation.

**Scope and Effect:** The purpose of this job is to maintain the safety and cleanliness of public grounds through regular maintenance and repair.

**Personal Contacts:** Co-workers, general public and other City employees.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** This is a labor intensive position, which can require walking, sitting, lifting up to 100 lbs, carrying and pulling objects, kneeling, crouching, crawling, reaching, handling objects, speaking, hearing and seeing.

**Work Environment:** Can take place in indoor or outdoor environments, near moving mechanical parts.

**Supervisory and Management Responsibility:**  
Supervisory responsibilities depend upon the class of the incumbent.

**Minimum Qualifications:**

**Maintenance Worker I** - High School Diploma or equivalent preferred; some experience or training in plumbing, heavy equipment operation, and/or mechanical repair preferred; equivalent combination of experience and education.

**Pay Classification** – Level 52 for Maintenance Worker I