

## CITY OF HARRAH

**OCCUPATIONAL TITLE:** Maintenance Tech

**OCCUPATIONAL CODE:** 3111

**DEPARTMENT/DIVISION:** Public Works

**SAFETY SENSITIVE:** YES

### **GENERAL DEFINITION:**

The incumbent performs a variety of skilled and semi-skilled maintenance work and operates a variety of equipment in construction, repair, maintenance and repair of city streets, utility lines, building, parks and storm sewers.

The work involves performance of manual tasks requiring some skills or special knowledge acquired through experience. The work also includes operation of light and heavy equipment, and trucks as a regular part of assigned duties. Employees in this class are expected to participate in all phases of semi-skilled and unskilled manual laboring work. This work may involve safety hazards and strenuous physical activity. The work also requires considerable attention to safety procedures to prevent accidents. The work is performed under supervision of the Public Works Director and is reviewed through inspection of work in progress, and upon completion for results obtained.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Participate in the construction, maintenance, and repair of public works facilities and grounds;
- Repair road surfaces; apply and rake patching materials;
- Help build forms, pour and assist in finishing concrete;
- Maintain or assist in the repair of curbs, gutters, culverts, catch basins, storm sewers, and retaining walls;
- Load and unload materials by hand or with the use of a front-end loader;
- Perform road maintenance work; help lay sanitary sewer to predetermined grades; clean and repair storm sewers;
- Help repair water and sewer line or main breaks; assist in the repair and preventative maintenance of pumps, blowers, valves, and instruments;
- Participate in the installation of water meters;
- May turn meter service on and off and read meters;
- Help perform litter and trash pick up;
- Clear tree limbs and other debris from streets and alleys after storms;
- Operate equipment for snow and ice removal including spreading sand and salt;
- Drive trucks for pick up, hauling, delivery of materials and supplies;
- May substitute for a regular operator of heavy equipment and trucks;
- Help maintain parks and other public buildings and property;

**ESSENTIAL FUNCTIONS AND DUTIES: (Continued)**

- Operate tractors, sewer cleaning equipment, auxiliary equipment (compressors and air operated tools like a jack hammer), chain saws and other power tools, stationary pumps, and blowers;
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
- Do any and all other functions that may be required by the appropriate Public Works Director or other appropriate supervisors.

**MINIMUM QUALIFICATIONS:**

- Knowledge equivalent of a high school diploma with course work in a vocational program, preferred;
- One year of experience performing laboring or semi-skilled public works or utilities operations work;
- Equivalent combination of training and/or experience which would afford the applicant the referenced knowledge, skills, and abilities;
- Knowledge of tools, equipment, methods, and materials used in a variety of public works and utilities construction, maintenance, and repair activities;
- Knowledge of traffic regulations and the practices followed in the care and safe operation of light to medium equipment;
- Knowledge of the precautions necessary to work safely with and around mechanized equipment;
- Knowledge of the principles of the operation of motorized equipment sufficient to detect defective operation;
- Skill in the operation of light public works and utilities equipment under all types of weather conditions;
- Ability to perform manual labor for extended time periods;
- Ability to understand and carry out oral instructions;
- Ability to lay out physical work and to follow through with assigned tasks, often under adverse weather conditions;
- Ability to establish and maintain good working relationship with employees and public;
- Ability to learn more complex laboring or trades work;
- Must possess a valid Oklahoma Drivers license, be insurable;
- Must obtain a Class "D" Water and Class "D" Wastewater license within 6 months of employment.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Most of the work is performed outdoors, during all seasons, and in inclement weather;
- Some work is performed in confined areas, on slick and wet surfaces;
- Exposed to vibrations, loud continuous noise, offensive smells, dust, dirt, and water;
- Exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, hazardous materials, and traffic;
- Must have flexibility to bend, twist, and reach;

- Must have strength to pull, lift, and push 100 pound objects on a frequent basis, and up to 100 pounds (such as a bag of cement) on an infrequent basis;
- Must have mobility to climb, crawl, and walk;
- Must have dexterity to operate machinery and tools on uneven surfaces, etc.;
- Must have stamina to exert self throughout the day in all weather conditions;
- Must be able to work on twenty-four “on-call” schedule during peak periods or emergencies such as, removing snow and ice, salting and sanding streets, and other storm related emergencies;
- Must be willing to periodically perform standby and callback duties, and be available for call outs during off duty hours;
- Must have skill in foot/hand/eye coordination;
- High degree of concentration required when operating tools and equipment necessary to fulfill essential job duties;
- Hearing and speech required to communicate clearly and distinctly in English, face-to-face with citizens and fellow workers;
- Vision required to read and review written correspondence, reports, statistical and technical information, maps, etc.;
- Employees who must perform standby and callback duties are required to have made arrangements to arrive at work no later than thirty (30) minutes from the time called back.

**SUPERVISION:**

The employee will perform under the close supervision of the Public Works Director.

EEO Class: Service Maintenance (SM/1611)

FLSA Status: non-exempt

Grade: H1-H2-H3-H4-H5

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

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Employee

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Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer.