## CITY OF CONRAD

**POSITION TITLE: MAINTENANCE WORKER II**

**DEPARTMENT: PUBLIC WORKS** **SUPERVISOR: PWD**

**Position Summary:** Performs a variety of unskilled or semi-skilled maintenance work in the construction, maintenance, operation and repair of the City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems.

**Supervision Received**: Works under the general supervision of the Public Works Director, Maintenance Worker IV, or Lead Worker.

**Supervision Exercised**: None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

- Operates and maintains solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.
- Mows and maintains parks and open space areas: mows lawns; weeds; cleans and maintains courts and apparatus; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, paints, and performs routine maintenance of City park equipment and facilities.
- Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in the operations, maintenance, and repairs of malfunctions at the treatment plants; repairs controls, pumps, filters, and other equipment.
- May provide on-duty direction to Maintenance Worker I or lesser skilled operators as assigned.
- Trains lesser skilled operators in the operation of City equipment.
- Assists Water and Wastewater Operators and other Maintenance Workers (I, III, IV) in the performance of their tasks.
- Performs housekeeping tasks to maintain proper appearances of City facilities.
- Performs manual or semi-manual labor in the construction, maintenance and repair of City facilities.
- Maintains drawings and records of the City's infrastructure and private service lines.

- Operates, services and repairs various trucks, loaders, backhoes, mowers, weed eaters, trimmers, compactors, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, and other equipment as directed by the Public Works Director or Maintenance Worker IV.
- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Regularly reads, cleans, installs, and maintains water meters and remotes; monthly reading of meters.
- Maintains accurate records regarding water meter locations and installation. Accurately records meter readings on a monthly basis.
- Turns off and on water services to businesses and homes as directed.
- May be assigned to complete safety sheets for playground equipment on an annual basis.
- Completes equipment maintenance reports as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.
- Cleans and maintains city paved and unpaved streets and rights-of-way.
- Some travel required as part of Interlocal Agreement (Shelby, Cut Bank).
- Other duties as assigned.

**PERIPHERAL DUTIES:**

- Serves on various employee or other committees as assigned.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**:

1. Graduation from high school or GED plus a minimum of one year of related work experience.
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in day-to-day City operations.
3. Skill in operation and maintenance of some of the listed tools and equipment.
4. Ability to work safely and follow safety policies and procedures.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to understand and carry out written and oral instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

**SPECIAL REQUIREMENT:** Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.

**TOOLS AND EQUIPMENT USED**: Trucks, loaders, backhoes, mowers, weed eaters, trimmers, compactors, tamper, saws, oil distributors, wrenches, compressors, tractors,

generators, common hand and power tools, shovels, mobile radios, street sweeper, and other equipment.

**PHYSICAL DEMANDS**: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

*The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*

Approval: _____ Approval: _____
Employee Department Head

Effective date: