

City of Cavalier



Position: Maintenance Worker II

FLSA Status: Non-exempt

Reports To: Street and Sanitation Foreman, Operations Manager

Full-time Part-time

Work Hours: In general, regular work hours are Monday through Friday 8 AM to 5 PM with an unpaid lunch break from 12 to 1 PM, a rotational Saturday shift from 8:00 AM to 12:00 PM, and a rotational weekend on-call shift.

Objective/Purpose: Under the direct supervision of the Street and Sanitation Foreman, this position provides semi-skilled maintenance work for city streets, sanitation, and storm drainage systems.

Duties and Responsibilities:

- Inspects and repairs streets and drainage systems at regular intervals to ensure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections and maintenance activity.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, sand, and snow.
- Follows a designated route to pick up and empty solid waste containers into a collection vehicle.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to Street and Sanitation Foreman.
- Cleans equipment.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, backhoe/loader, and skid steer.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew.
- Oversees a neat and orderly storage and workspace.
- Ensures that all interactions with colleagues, municipal officials, and the public are friendly, courteous, and respectful.
- Ensures effective response to requests and concerns expressed by the public.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as directed by the Operations Manager or Street and Sanitation Foreman.

Knowledge, Skills, and Abilities:

- Must possess knowledge of equipment, facilities, materials, and procedures used in general maintenance, construction, and repair activities.
- Must possess the ability to perform heavy manual tasks for extended periods of time.
- Must demonstrate excellent judgement, decision making, customer service, and communication skills.
- Must be able to bend/crouch down.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must maintain safety awareness, problem solving, and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.

- Must be willing to receive and apply constructive feedback.

Education and Training:

- High school diploma, equivalent, or two years of relevant experience required.
- Valid driver’s license and clean driving record are required.
- The ability to obtain a commercial driver’s license (CDL).

Tools/Technology:

- Must be able to use motorized vehicles and equipment including but not limited to compactor truck, pickup truck, utility truck, street sweeper, street roller, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, telephone, and cellular phone.

Physical and Mental Demands:

- Must be able to use hands to handle, feel, or operate objects, tools, or controls.
- Must be able to reach, climb, balance, stoop, kneel, crouch, and crawl.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently lifts and moves up to 35 pounds and occasionally lifts and moves up to 100 pounds.
- Physical demands include frequent walking, prolonged sitting, and prolonged standing.

Work Environment/Conditions:

- Frequently work near moving mechanical parts or in outside weather conditions.
- Frequently exposed to wet and/or humid conditions, extreme hot and/or cold temperatures, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

Disclaimers:

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity:

The City of Cavalier is an equal employment opportunity employer.

Employee Acknowledgement:

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

City Administrator

Date