




**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Entry Maintenance Worker	DEPARTMENT: Operations	
RANGE:	DIVISION:	
EFFECTIVE DATE: 9/2017	REVISION DATE: 9/26/2017	
Non-Exempt		
APPROVALS		
 Department	 Human Resources	 City Manager

PURPOSE OF POSITION:

Utilize a variety of power tools and hand tools to perform entry-level construction, maintenance and repairs of City streets, parks, facilities, and water and wastewater systems. Employees in this position will be rotated among various Operations crews. This position reports to and works under the supervision of a Crew Chief.

ESSENTIAL JOB FUNCTIONS:

- Operate and maintain a variety of power tools, hand tools, pumps, generators, and equipment to perform required work.
- Prepare and clean crew trucks and additional equipment.
- Manually excavate earth surrounding job-site prior to repairs and servicing as needed and restore work area to original condition when construction is complete.
- Set up warning signs and barricades as instructed.
- Maintain a log of all maintenance and repairs performed while on duty.
- Utilize the proper safety precautions in all work performed.
- Perform other duties as assigned.

EDUCATION, TRAINING, EXPERIENCE, & LICENSES REQUIRED:

- High school diploma or equivalent.
- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.
- Must obtain a Class B CDL with air brake and tanker endorsements within six months of hire.
- Must obtain a Class D Water Operator's license within six months of hire.
- Must obtain a Class D Wastewater Operator's license within six months of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Ability to communicate clearly and concisely.
- May be required to work a flexible schedule including evenings, weekends, and unusual hours in emergency situations and to be available on an "on-call" basis.

-

PHYSICAL/MENTAL REQUIREMENTS:

- Must have strength to pull, lift or push 50 pound object on a frequent basis and up to 85 pounds on an infrequent basis.
- Flexibility to bend, twist, and reach.
- Ability to perform strenuous physical work.
- Dexterity to operate machinery and tools on uneven surfaces.
- Stamina to exert self throughout the day in all weather conditions.

ENVIRONMENTAL & SAFETY CONCERNS:

- Much of the work is performed outdoors in inclement weather and during all seasons.
- Exposure to vibration, loud continuous noise, offensive smells, dust, dirt and water.
- Work may be performed in confined spaces and trenches.
- Exposure to moving equipment, insects, poisonous plants and slippery surfaces.
- Requires continuous attention to safe work and operating procedures, including the wearing of appropriate safety apparel, ensuring that all established safety standards are observed while working.

JOB LOCATION:

- Work performed in and around the City of Stillwater, including along City streets, alleys, drainage right-of-ways, and facilities.

Employee Signature: _____ Date: _____