

CITY OF DONNELLSON, IOWA

TITLE: Maintenance Operator
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
FLSA: Non-Exempt
SALARY: DOQ/DOE — To Be Determined

POSITION SUMMARY

Under the supervision of the Public Works Director, the Maintenance Operator is a non-exempt position responsible for performing manual and semi-skilled labor in support of the City of Donnellson's public works operations. Work includes the operation of medium to heavy duty or agricultural equipment in construction, disposal, and repair activities, as well as the operation of medium duty trucks as a regular part of assigned duties. Employees in this class may occasionally operate other equipment on a training, relief, or temporary basis. Work involves the safe and efficient performance of manual tasks requiring skills or special knowledge acquired through education and/or experience. Work is performed under supervision and reviewed through inspection during progress and upon completion. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES

The following duties are representative of the work performed in this position. Other duties may be assigned as needed.

- Participates in maintenance and repair of all public works facilities and infrastructure.
- Loads and unloads materials by hand or with a front-end loader; performs physical tasks including twisting, bending, stooping, and reaching over extended periods.
- Drives pickups and other vehicles between field sites and the maintenance facility as required.
- Assists public works personnel with associated activities as needed.
- Maintains public works vehicles, buildings, grounds, tools, and equipment in a clean, safe, and operable condition.
- Operates medium to heavy duty trucks for hauling materials including gravel, asphalt, salt, sand, and refuse; performs manual cleanup of work sites.
- Performs road maintenance work including sweeping with hand tools.
- Performs snow removal, sanding, and salting of roadways and street cleaning as necessary.
- Operates equipment and provides labor for the cleaning, repair, and/or upgrade of public water and sewer collection systems.
- May operate light, medium, or heavy equipment in the absence of regular operators or for training purposes.
- Fabricates signs and barricades; erects same; operates and maintains manual and power-driven striping machines.
- Operations and maintenance of the water and wastewater treatment facilities, sewer and water systems.
- Adheres to all applicable safety rules, regulations, and city policies; identifies safety hazards and halts work until issues are corrected.
- Performs emergency on-call and call-out duties as required.
- Performs other duties as deemed necessary or assigned.

PHYSICAL REQUIREMENTS

Must have the physical ability to traverse variable terrain conditions not accessible by vehicle. Must be able to bend, stoop, lift, and carry up to 75 pounds, and must be in general good physical health. Must have the ability to

hear speech and other sounds effectively for receiving statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational and business needs of the position. Must be able to work for extended periods outdoors, occasionally under adverse weather conditions. Must have the ability to perform basic mathematical calculations.

KNOWLEDGE, SKILLS, AND ABILITIES

The following knowledge, skills, and abilities are required for successful performance in this position:

- Positive, professional demeanor when conducting City business.
- Self-starter capable of working with limited supervision.
- Meticulous approach to vehicle maintenance and accurate, complete recordkeeping.
- Thorough knowledge and understanding of applicable safety rules, regulations, and city policies.
- Ability to effectively express ideas verbally and in writing; ability to prepare written reports that are informative, accurate, and comprehensive.
- Ability to establish and maintain positive working relationships with supervisors, city employees, and the general public in a tactful and courteous manner.
- Ability to solve problems and make sound decisions, consulting with supervisors when appropriate.
- Ability to understand and carry out oral and written instructions.
- Mastery of spoken and written English; must be able to communicate effectively by telephone, electronically, in written format, and face-to-face.

WORKING CONDITIONS

This position involves a mixture of indoor and outdoor manual work performed under variable conditions, including occasional adverse weather. Regular duties require lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate to heavy lifting, and operation of trucks and other equipment. The position requires verbal and listening communication skills with citizens, vendors, staff, and elected officials. Requires eye/hand coordination, manual and finger dexterity, and motor coordination. Involves moderately high physical strength requirements, including the moving, lifting, pushing, carrying, and pulling of objects weighing up to 75 pounds.

MINIMUM REQUIREMENTS

The following minimum qualifications are required for this position:

- High school diploma or GED; minimal experience in manual labor and in the operation of light or medium weight trucks; or any equivalent combination of education, experience, and training in a related field.
- Knowledge of traffic regulations and safe operation practices for all assigned equipment.
- Water/wastewater operator certification issued by the Iowa DNR is required within 1 year of employment.
- Must be insurable by the City's insurance carrier.
- Must pass a thorough background check and pre-employment drug screen and physical.