

City of Auburn

Maintenance/Grounds Worker

Job Description

Under the supervision of the City Superintendent, the maintenance worker is responsible for any work that needs to be done for the City of Auburn. The employee in this position is responsible for exercising good judgment as to the details and assigned work within the prescribed operating procedures and safety regulations. The maintenance worker is required to have considerable skill in the operation of heavy equipment, mechanical skills and following direction. This employee is trained in street maintenance and repair duties. In the absence of the City Superintendent, the maintenance worker will assume the duties of that position. Required to maintain current Kansas driver's license and an insurable driving record with the City's insurance carrier. A Class B CDL would be preferred but not required. Other related duties as assigned.

Assignments include, but are not limited to:

- Operate heavy equipment
- Maintain streets (potholes, signs, broom, etc.)
- Maintain city parks (includes checking playground equipment)
- Maintenance of city buildings
- Burn brush pile
- Mowing
- Tree trimming
- Snow removal
- Painting
- Electrical
- Plumbing

Maintenance Worker Requirements

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma or GED required.

Skills: Some knowledge of plumbing and electric maintenance and repair and safety regulations. Knowledge of street maintenance and construction, equipment maintenance, sign and easement ordinances and safety regulations.

Accountability: Employee is not responsible for budgetary control of the department and does not participate in the annual department budget process.

Supervision: Limited supervision is required, and job-related decisions are reviewed by the City Superintendent.

Personal Relations: Continual contact with other City departments and the general public.

Working Conditions: Manual labor is required in this position. Adverse weather conditions and working with machinery are required in this position.

Physical Requirements: Heavy physical labor in exerting up to 100 pounds of force to move, lift, push and pull objects. Physical activity in digging, stooping and crawling. The ability to work in a confined area. The ability to work in high areas maintaining body equilibrium to prevent falling. The ability to use arms and hands to operate controls of heavy equipment. The ability to express or exchange ideas by means of communication. Conveying detailed or important instructions to other workers and the general public.

Summary

The job description above is intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job 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 requirements of the job change.

Date:

Employee

Superintendent