JOB DESCRIPTION

Job Title:	Maintenance/Laborer		
Department:	Buildings & Grounds		
Classification:	Non – Exempt		
	Safety Sensitive		
Pay Grade:	Grade 7		
	Minimum	Midpoint	Maximum
Pay Range:	$25,744	$32,163	$41,191
Reports to:	Building & Grounds Superintendent		
Date Updated:	September 2019		

SUMMARY

Maintain all city owned buildings and grounds.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Operate ZTR Mowers
- Weed Eating and Spraying
- Operative Heavy Equipment
- Driving vehicles – pickup, bucket truck, dump truck
- Cleaning city owned facilities
- Open, close, clean and re-stock park restrooms
- Replace flags and banners on city owned properties and rights-of-way
- Buffing floors
- Trash pickup and removal from city owned facilities and grounds
- Special event set-up and tear down at city owned facilities and grounds
- Report needed repairs and damages to supervisor
- Repair and maintain city owned equipment and facilities
- Provide and deliver supplies to city owned facilities
- Perform other duties as assigned

PERIPHERAL DUTIES

- Attends monthly safety meetings
- Makes appropriate decisions for proper customer service
- Help co-workers accomplish tasks, as needed
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

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

SAFETY SENSITIVE POSITION

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position performs the following 'Safety Sensitive' Duties:

- Handling, packaging, processing, storage, disposal or transport of hazardous materials;
- Operation of motor vehicles, other vehicles, equipment, machinery and power tools;
- Repairing, maintaining or monitoring the performance or operation of any equipment, machinery, the malfunction or disruption of which could result in injury or property damage.

QUALIFICATIONS

Education

- Minimum High School Diploma or equivalent

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Knowledge of safety rules and procedures
- Knowledge of written and verbal departmental policies
- Knowledge of personnel policies and procedures

Skills

- Equipment operations
- Welding
- General janitorial
- Basic maintenance

Physical

- Has ability to safely operate equipment
- Has ability to communicate with co-workers visually and audibly while operating equipment
- Has ability to lift and carry heavy objects
- Has ability to perform tasks in all weather conditions
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction

Cognitive

- Ability to listen, understand, read, write and communicate information
- Ability to communicate effectively using radio equipment
- Ability to work independently
- Ability to establish and maintain effective working relationships with peer, supervisors and the general public

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licensing/Certification

- Valid Class D State Drivers License; must obtain a valid Class D *Oklahoma* Drivers License within one year of employment.

WORK ENVIRONMENT

While performing the duties of this job, the employee will work inside and outside in all weather conditions. Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

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