

City of Oxford

205 N Augusta Ave.

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Oxford, IA 52322

319-828-4742

oxfordcityhall@southslope.net



Position Title: Maintenance Worker

Department: Public Works

Supervisor: Public Works Director

FLSA: Non-Exempt

Work Hours: 7:00am-3:30pm, Monday-Friday. Flexibility for occasional evening and weekend hours to respond to water or sewer plant alarms, snow removal, other city related emergencies, and social events sponsored by the city; is required.

Starting Wage: \$20-\$24

Salary: Commensurate with experience and qualifications.

Opportunity: Move into the Assistant Public Works Position after grace period.

JOB SUMMARY:

All work is performed under the general supervision of the Public Works Director and is reviewed through the inspection of work while in progress and upon completion.

WASTEWATER

- Under general direction, assists in the maintenance of the wastewater treatment plant, lift stations, and sample collections within the system.

WATER

- Under general direction, assists with the maintenance of the water treatment plant to assure compliance with all state and federal environmental and safety regulations. Assists with customer service notification activities. Assists with the water distribution activities.

STREETS

- Under general direction, assists in the maintenance and repair of city streets, public rights-of-way, and related facilities as well as, signage and pavement markings. Performs street maintenance and repairs which include items such as pothole patching, crack sealing, alley grading and repairs, storm sewer intake cleaning and repairs, pavement removal and replacement, street sweeping, cleaning, and snow plowing.

EQUIPMENT

- Under general direction, performs and assists in basic service, maintenance and repairs of city vehicles and equipment.

PARKS

- Under general direction, performs and assists in a variety of tasks in the repair, maintenance, cleaning and monitoring of parks, trails, natural areas, and other public facilities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are considered routine for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in the daily maintenance of the wastewater treatment plant, sample collection systems, and related facilities.

- Assists with the daily maintenance of water plant, distribution system, and customer service activities.
- Assist in the daily data collection for water and wastewater monitoring reports.
- Assists and Inspects and repairs water treatment and wastewater treatment facilities and distribution system.
- Responds to calls and complaints from residences and businesses.
- Assists in Monitoring equipment conditions and repair activities.
- Submits Iowa One Call locations for existing utilities 48-hours in advance of construction as instructed.
- Assists with street repairs, pothole repairs, crack sealing, storm sewer cleaning, and repairs.
- Assist with snow removal operations.
- Assists in repairs and preventative maintenance on a wide variety of all city vehicles and equipment.
- Cleans work area and shop, offices, restrooms, equipment, cleans and maintains interior and exterior of city vehicles and equipment.
- Mows, mulches, trims, chips trees and shrubs, landscapes, and lays sod.
- Maintains and repairs park areas and facilities.
- Assists in work involving painting, carpentry, cement work, electrical, plumbing, hydraulic, building, siding, roof shingles, welding, cutting torch, fabrication, or other trade work.
- Operates trucks, rotary mowers, and tractors. Occasionally operates loaders, and other specialized equipment.
- Installs snow removal equipment on tractors and trucks.
- Assists in Fabrication and installs signs and barricades.
- Must be available for emergency on-call and call-out duties.
- Assist in installing holiday decorations.
- Acts as department head in the absence of the Public Works Director.
- Assists in water and wastewater alarms or other emergencies, as directed.
- Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, CERTIFICATION/LICENSURE, OTHER:

- High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience. Manual labor experience in items like those listed in the job duties and responsibilities above.
- State of Iowa DNR Grade I Wastewater Operator Certificate required within 24 months of hire date.
- State of Iowa DNR Grade II Wastewater Operator Certificate required within 4 years of obtaining the Grade I Wastewater Operator Certificate.
- State of Iowa DNR Grade I Treatment Plant Operator Certificate required within 24 months of hire date.
- State of Iowa DNR Grade II Treatment Plant Operator Certificate required within required within 4 years of obtaining the Grade I Treatment Plant Operator Certificate.
- Valid State of Iowa driver's license with satisfactory driving record and ability to be insured by Cities Insurance Company.
- Must be 18 years of age.
- Must live within 25 miles of the corporate city limits of Oxford.
- Must pass criminal background check.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to effectively respond to questions from council, mayor, staff, residents, customers, and the public.
- Ability to perform mathematical calculations necessary to perform duties.
- Ability to read and interpret blueprints, technical manuals, government regulations, and other written material.
- Skilled in the operation of the tools, materials and equipment used in the operation, maintenance, and repair by the public works department.
- Basic computer skills.
- Ability to read, measure and calculate types and sizes of materials needed for repair projects.
- Basic concept of street construction, maintenance, and repair.
- Skilled in the operation and maintenance of equipment used in the repair and maintenance of streets and alleys.
- Ability to read and interpret service manuals, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow detailed but straightforward written or oral instructions.
- Ability to understand the safety rules and regulations, policies, equipment, instruments, and their use.
- Ability to work within these rules, regulations, and policies, and know when to stop work until a safety problem is corrected.
- Ability to hear speech and other sounds effectively for the taking of statements and directions.
- Possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position.
- Ability to establish and maintain an effective working relationships with supervisor, co-workers, and the public.
- Able to understand and follow verbal and written instructions and diagrams.
- Able to speak, write and understand the English language to effectively communicate with fellow employees, and the public by telephone, electronically, in written format and face to face.
- Ability to carry out duties reliably and predicably.
- Must be a self-starter.
- Must be meticulous in the maintenance of vehicles and maintain the service records.
- Must develop through knowledge and understanding of safety rules, regulations, and city policies.
- Must work within and enforce these rules, regulations, and policies.
- Ability to effectively express ideas verbally and in writing.
- Ability to maintain a good public appearance and positive attitude.
- Ability to abide by the work hours established by the supervisor.
- Ability to be tactful and courteous, solve problems, and make quality decisions, when necessary.

SUPERVISION:

No supervision or direct reports.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds and will occasionally lift and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, confined space, and traffic hazards. The employee is frequently exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, animals, and communicable diseases. The noise level in the work environment is usually loud. Involves some exposure to stress due to the work environment and/or crisis situations.

DISCLAIMER:

The City of Oxford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary for successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change basic requirements, purpose, or intent of the position.

I have read and understand the duties and requirements of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.