

**CITY OF DIXON
POSITION DESCRIPTION**

POSITION/TITLE:	Maintenance Specialist	DEPARTMENT:	Public Works
UNION:	Teamsters	DIVISION:	Municipal Services
FLSA CLASS:	Non-Exempt	REVISED DATE:	October 2020

JOB SUMMARY:

The maintenance specialist performs day-to-day construction and maintenance work, and performs skilled and manual labor in the repair and maintenance of Public Works infrastructure as directed.

SUPERVISION:

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Street Division

Assists in repairs and maintenance of the city's streets, right-of-ways, storm & sanitary sewer system, sidewalks, and equipment. Duties include, but are not limited to:

- Street Repairs: pothole patching, crack sealing operations, flagging and traffic control.
- Paints traffic control markings on pavement.
- Concrete flat work: pouring of curb, sidewalks, utility patches.
- Right-of-way landscaping: Sod replacement, black dirt and seed placement, tree trimming and removal.
- Storm Sewer System: Clean and repair catch basins, manholes and other structures. Aid in inspection of storm sewer system.
- Snow Removal: Snow plowing and salting, hauling snow.

Fabricates, installs, repairs and maintains traffic warning signs and other signs

Work with materials such as bituminous materials, sand, gravel, black dirt, and salt.

Operate equipment such as dump trucks, wheel loaders, backhoes, steel wheel rollers, asphalt zipper, street sweepers, jet vacuum machines for storm & sanitary sewer, and other miscellaneous equipment as assigned.

Ground Maintenance including mowing of grass using riding and hand mowing equipment, trimming, pruning, and weeding for all properties that are city owned.

Prepare gravesites by digging graves using a backhoe and hand tools, replace sod and clean-up sites in preparation for burial services.

Install headstones by digging and setting forms.

Repair water lines in the cemetery.

Building maintenance for City owned buildings.

Work with and assist other City departments and community entities with infrastructure projects and projects of community interest. Other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma

A current Class B CDL with Air Brakes (or the ability to obtain within 60 days of hire date)

PREFERRED KNOWLEDGE AND SKILLS:

Knowledge of construction tools, techniques and equipment.

Knowledge of snow removal techniques.

General mechanical knowledge.

Ability to maintain records and prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to meet specific deadlines.

Ability to be flexible and to manage and prioritize tasks.

Ability to deal tactfully and effectively with city employees and the general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Ability to interact well with other employees in an office environment. Ability to work as a member of a team and to show courtesy, consideration and respect for others.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, see, and hear.

Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must lift and/or move up to 50 pounds, climb ladders and work in confined spaces.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein 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.

Regular work hours could include hours outside of first shift (7:00 AM to 3:00 PM) including nights and weekends. On-call time is required and after-hours work will also be required, including work to be performed at night, on weekends, and during holidays.

Employees may be assigned or reassigned to any shift in accordance with the union contract.

90% of the work environment includes field work in all weather and conditions. Exposure to loud noises.

10% of the work environment is a typical shop environment that requires ability to use and operate a personal computer and peripherals, telephone, and general shop tools and equipment.

There is possible exposure to blood borne pathogens.
