

City of Wagner

Maintenance Assistant Job Description

Job Title: Maintenance Assistant
Department: Streets, Water and Sewer
Reports to: Public Works Superintendent

Summary: The Maintenance Assistant shall be responsible for assisting in the overall maintenance and repair of the City of Wagner; to include streets, alleys, parking lots, sidewalks and curb and gutter, parks, ball fields, water and sewer lines and city equipment.

Condition of Employment:

- Criminal Background Check.
- Physical by Medical Physician.
- Pre-Work Screen.
- All of the above conditions must have final approval of the City Council.

Knowledge, Skill and Abilities:

- High school diploma or GED equivalent.
- Knowledge of general construction and maintenance.
- Valid South Dakota Commercial Driver's license, if not; must obtain one within six months.
- Must be able to take calls on weekends and holidays.
- Must be punctual and maintain a good attendance record.
- Must be able to work with other employees, contractors and the general public.
- Must be in good physical condition and able to work in adverse weather conditions.
- Must be able to do medium to heavy lifting.
- Must be safety conscious.
- Must possess good communicative skills and follow both oral and written instructions.
- Must be able to obtain necessary licenses or certification.
- Must be able to operate snowplow, trucks, bobcat, mower, etc. efficiently and safely.
- Must complete physical exam that would be approved by the city council as a contingency of employment.

Duties and Responsibilities:

- Maintenance and repair of city streets, alleys, parking lots, sidewalks, curb and other street properties including asphalt repair, patching and sealing of streets, alleys, water and sewer lines, or other city properties.
- Operates equipment necessary in the daily maintenance and repair of city streets, including snow removal.
- Responsible for the safe operation and maintenance of city equipment, including small equipment, as needed.

- Responsible for the operation, maintenance and repair of recreation (ball fields and swimming pool) and park facilities and services to meet the present and future needs of the public.
- Responsible for mowing and cleaning of city property. Including beautification and landscaping of city grounds, park, ball fields, swimming pool, etc.
- Assists in supervising summer youth workers.
- Assume responsibility of supervisor in their absence.
- Reports directly to Street Superintendent.

Physical Demands:

- The physical 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.
- Hand-eye coordination is necessary to operate a computer and various pieces of office equipment, occasional lifting up to 20 pounds.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires some travel to business meetings, conferences or worksites.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions.
- Ability to work in an occasionally stressful work environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed and, furthermore, include all duties as assigned by the supervisor. 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.

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

I have read and understand this job description.

Employee Signature _____

Date _____