

## MAINTENANCE I

**POSITION SUMMARY:** This is unskilled and limited semi-skilled manual work, the performance of which requires limited previous training or experience. Instructions are received at the beginning of each new job and work is subject to inspection both during and upon completion. However, once routine or repetitive tasks are learned, they may be carried out with minimum supervision.

**ESSENTIAL JOB FUNCTIONS:** An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs required maintenance work to buildings and grounds.
2. Performs required construction and maintenance work of all types on streets and various utilities.
3. Operates machinery and equipment such as chain saw, compressor, snowplow, sandblaster, steam cleaner, drills, etc., requiring limited skills, under direction of a supervisor.
4. Performs in a training capacity by acting as helper on various tasks.
5. Removes snow and ice from streets and sidewalks and spreads sand or salt, using assigned equipment.
6. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Must possess a valid driver's license.
- Ability to perform manual labor for extended period of time and often under adverse climatic conditions.
- Ability to improve job performance and increase skills in maintenance and construction techniques.
- Ability to read and write.
- Ability to understand and follow specific instruction.

## Maintenance I

- Ability to develop special skills and knowledge in the following:
- Common practices, methods, and materials of maintenance and construction work.
- The handling and operation of mechanical tools and equipment.
- The operation of trucks, small tractors, and other power equipment.
- Meeting and dealing with the public with diplomacy and tact.
- High school graduate or equivalent.
- Some experience in the performance of maintenance construction tasks.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.