

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Maintenance Worker I

DATE: 10-99

SUMMARY: Assists with the maintenance of City property in a safe and efficient manner.

ESSENTIAL FUNCTIONS:

- I. Maintenance Activities 100% of Time
- A. Assists with painting, plumbing, electrical service, structural, road maintenance, mowing, weeding, snow plowing, mending, repairing fences, janitorial duties and trash pick up at all City properties.
- B. Gathers appropriate equipment and/or supplies and completes assignments assuring that safety equipment, procedures and gear is used at all appropriate times, assuring for completeness and timeliness.
- C. Cleans and lubricates as needed all equipment and replaces tools and equipment when assignment is finished.
- D. Keeps supervisor advised as to status of all projects assigned assuring for timeliness.
- E. Deals with the public in a professional and courteous manner.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Above average exposure to weather and temperature extremes.
- Above average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Extreme exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Above average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Above normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 75 lb. objects, considering frequency.
- Above normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Class A Missouri driver's license.
- Three to five year's experience in work environment.
- Basic familiarity with plumbing, electrical and mechanical duties.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

COMMUNICATION

- Average verbal communication.
- Average written communication.
- Average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.