

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Maintenance Worker I (Seasonal)

DEPARTMENT: Buildings & Grounds Department

DATE: 3/24

IMMEDIATE SUPERVISOR: Buildings & Grounds Supervisor

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

This position performs safety sensitive functions and therefore is subject to Random drug testing.

KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Valid Missouri driver's license. Class A CDL preferred.
- Prior experience in building maintenance or related work environment.
- Basic familiarity with plumbing, electrical and mechanical duties.

ESSENTIAL FUNCTIONS:

- I. Maintenance Activities
 - 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. Assists with work orders for abatements.
 - B. Gathers appropriate equipment and/or supplies and completes assignments assuring that safety equipment, procedures and gear is used at all appropriate times, assuring 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 and fellow City employees in a professional and courteous manner.
 - F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - G. Ensures that seasonal or temporary help has proper equipment and direction to complete assignments while working with the Maintenance Worker I; assuring for safety.
 - H. Maintains an awareness of safety issues for compliance with all established safety procedures.

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.