

City of Hot Springs Maintenance/Operator I

POSITION TITLE: Maintenance/Operator I

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747

AREA OF EMPLOYMENT: City Maintenance Facility 2001 HWY 18 truck by-pass Hot Springs, SD 57747
although actual work locations vary

WORK HOURS/DAYS: Monday-Friday, 7:00 AM – 4:00 PM

CLASSIFICATION: Seasonal and/or Part-Time Employee, Shifts Vary, Non-exempt

WAGE: \$9.30/hr. + .25¢ yearly for longevity up to four years

IMMEDIATE SUPERVISOR: City Maintenance Superintendent

POSITIONS SUPERVISED: N/A

SUMMARY DESCRIPTION

The Maintenance/Operator I position is responsible for providing maintenance and general labor services pertaining to the City's streets, parks and cemetery. This position is supervised by the City Maintenance Superintendent and is a seasonal and/or part-time position.

PARKS ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mow and weed whip grass
2. Water lawns, trees, plants and other vegetation
3. Sweep walkways of debris or clear of trip hazards
4. Inspect playground equipment, make minor repairs as instructed
5. Plant, prune and maintain trees including watering, mulching, and removing dead trees and grinding stumps
6. Pick up litter/collect trash from public canisters
7. Clean and repair bathrooms
8. Repair vandalized property
9. Repair and adjust sprinkler systems as directed by supervisor
10. Maintain lawns through weed spraying and fertilizing as allowed
11. Paint equipment, buildings, etc.
12. Haul trash to landfill as necessary/instructed
13. Performs related duties as required

STREETS ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manually sweep and clean streets
2. Clean gutters
3. Trim trees
4. Patch/repair potholes
5. Crack seal services
6. Patch main break areas as directed by supervisor

7. Maintain street signs
8. Mow side streets and city property
9. Clean storm drains
10. Clean S 6th Street bridge grate
11. Pick up litter/collect trash from public canisters
12. Performs snow and ice control procedures including, sanding and shoveling city sidewalks
13. Performs related duties as required

CEMETERY ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mow and weed whip grass
2. Water lawns, trees, plants and other vegetation
3. Plant, prune and maintain trees including watering, mulching, thinning trees, removing dead trees and grinding stumps
4. Pick up litter
5. Level and fill sunken graves as instructed by supervisor
6. Repair vandalized property as instructed by supervisor
7. Performs related duties as required

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee can be exposed to warm, cold, wet and dry conditions. The noise level in the work environment can be loud when performing certain responsibilities of the position. The employee may also be exposed to limited levels of gasoline fumes and other chemical odors.

Employee must have the ability and flexibility to potentially work early mornings for special projects.

Employee must be able to work in a team environment or independently, always alert and aware of surroundings at all times

DESIRED MINIMUM QUALIFICATIONS

1. Must be 16 years of age or older
2. Experience in construction, lawn care services, or related experience preferred
3. Valid SD driver's license preferred

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public

2. Ability to understand and follow safe workplace standards including the use of personal protective equipment
3. Knowledge of basic techniques and methods used in construction, repair and general maintenance
4. Understanding of and experience with basic hand tools
5. Ability to work well with minimal supervision
6. Demonstrate an awareness and appreciation of the cultural diversity of the community

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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