

**CITY OF MOTT
JOB DESCRIPTION**

Job Title: City Maintenance

Reports To: Superintendent

Successful candidates must live in, or be willing to relocate to, the City of Mott.

Scope of Work

The individual in this job performs a wide variety of public services that include direct support to the Superintendent and the Auditor. The individual takes direction and gets daily tasks directly from the Superintendent and City Council. This Job Description is not a contract and is subject to change.

The following are essential functions and general responsibilities to assist the Superintendent including but not limited to:

- A. Year Round
 - a. Read water meters.
 - b. Meter repairs and change outs.
 - c. Equipment repairs.
 - d. Monitor Lagoons.
 - e. Locates underground utilities.
 - f. Garbage Detail
 - g. Maintain all City Streets

- B. Spring
 - a. Snow removal as needed.
 - b. Open storm sewer grates.
 - c. Sewer and hydrant flushes.
 - d. Transfer lagoons.
 - e. Surface gravel roads and alleys.
 - f. Monitor lagoons for discharge.
 - g. Mow road ditches.
 - h. Keep land fill clean.
 - i. Jet Sewers

- C. Summer
 - a. Mow city lots, lagoon roads, dikes.
 - b. Maintain gravel roads.
 - c. Oil changes.
 - d. Jet Sewers
 - e. Crack sealing streets

- D. Fall
 - a. Sewer and hydrant flushes.
 - b. Jet Sewers

- c. Maintain gravel roads
- d. Mow city lots, lagoons and dikes.
- e. Sweep city wide.
- f. Ready snow equipment.
- g. Winterize and put all summer equipment in shed
- h. Put up Christmas décor.
- i. Snow removal.

E. Winter

- a. Snow removal.
- b. Annual service work on all summer equipment.
- c. Take down Christmas décor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to random drug and alcohol testing as stated in policy manual.

EDUCATION and/or EXPERIENCE:

- 1. High School Graduate
- 2. Equipment Operation

LANGUAGE SKILLS:

- 1. Ability to read and comprehend instructions, short correspondence and memos.

REASONING ABILITY:

- 1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving request for service.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 1. Current Class B State Driver's License
- 2. Air Brake Endorsement

OTHER SKILLS and ABILITIES:

- 1. Knowledge of equipment operation and maintenance.
- 2. Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by and 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.

1. While performing the duties of this job, the employee is regularly required to handle or feel objects, tool or controls; talk and hear. The employee is frequently required to stand, walk and crouch.
2. The employee must occasionally lift and/or move up to 75 pounds.
3. Specific Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is typically moderate to severe.
2. While performing the duties of this job, the employee works near moving mechanical parts.
3. The noise level in the work environment is moderate.
4. The employee frequently works outdoors in moderate to severe weather conditions.
5. The employee occasionally works in high precarious places and may be exposed to fumes or airborne particles and toxic or caustic chemicals.

SUPERVISORY CONTROLS:

Work is performed under the supervision of the Superintendent.

Performance is evaluated through observation, review of assigned work or projects, feedback from members, and compliance with established policies and procedures.

WORKING RELATIONSHIPS:

Relationship with co-workers shall be guided by the following tenets:

The incumbent is cooperative and, when appropriate, assists others.

Works to promote teamwork within the department and throughout the City of Mott.

Shares information with peers, resolves conflict through use of tact and diplomacy.

Exhibits a positive image and outlook when interacting with co-workers and/or the public.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not to be construed as an exhaustive list of all responsibilities, duties, and skill of personal as classified.