

# CITY OF PELLA, IOWA CLASS SPECIFICATION

## CLASS TITLE: Maintenance Worker

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
A	1	1
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for providing a wide variety of routine activities in the general maintenance of City facilities, streets, parks and/or recreational facilities. Duties might include: operating light equipment and vehicles; cleaning street bricks; removing solid waste; assisting with street maintenance; cleaning work locations; cleaning facilities; painting facilities; assisting in performing maintenance repairs; performing grounds cleanup and grounds maintenance activities; operating street sweepers; picking up litter and debris; and, cleaning vehicles.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Maintenance Worker is a stand alone classification which is distinguished from other classifications in that it is an entry level classification which performs routine maintenance activities. Incumbents may be assigned to a variety of positions throughout the City of Pella and may be either full-time, part-time or seasonal employees.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Operates light equipment and vehicles to assist with City maintenance to include lawn mowers, street sweepers, tractor mowers, weed trimmers, snow blowers, floor scrubbers, pickups, and various hand tools.	Daily 40%	A1
2.	Performs a variety of cleaning and minor repair duties of work locations and facilities to include mopping and waxing floors; washing windows, fixtures, walls and other surfaces; painting facilities, changing light bulbs and removing solid waste.	Varies 0-20%	A1
3.	Assists with general street maintenance and clean up by performing various duties including cleaning and preparing street bricks and picking up litter and debris.	Varies 0-20%	A1

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Performs general maintenance of grounds including planting, weeding, watering and fertilizing flower beds, trimming trees and bushes, picking up litter and other related activities.	Varies 0-20%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

<p><b>Knowledge</b> (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> <li>• General sanitation, environmental safety, and maintenance techniques;</li> <li>• Maintenance and cleaning equipment.</li> </ul>
<p><b>Skills</b> (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> <li>• Operating light maintenance and cleaning equipment;</li> <li>• Cleaning and maintaining facilities and grounds;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry): High School Diploma or General Equivalency Diploma (G.E.D.); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Positions which operate vehicles are required to have a valid Iowa Driver's License.</li> </ul>

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**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, and intense noises .

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification History:**

Prepared by Fox Lawson & Associates

Adopted: 2/15/00