

CITY OF MORAVIA

JOB DESCRIPTION

POSITION: MAINTENANCE ASSISTANT
REPORTS TO: ADMINISTRATIVE SUPERVISOR
REVISED: June 13, 2017

GENERAL RESPONSIBILITIES

Perform a variety of duties necessary to assist in the maintenance of City water/sewer services, streets, equipment, buildings, and property.

STREETS

Position is responsible for assisting in filling and repairing of streets, repairing/replacing drainage tubes, ditch repair, snow removal, sanding, and grading of alleys and streets as required.

SEWER AND WATER

Responsible for assisting in testing of water and sewer samples as required by law or funding sources. Responsible for assisting in lift station maintenance such as cleaning filters, checking pumps, and other routine maintenance. Responsible for assisting in repair, maintenance, and installation of water mains, meters, and pits. Perform meter readings as necessary. Must be able to work in manholes.

MOWING/TRIMMING

Assist in the mowing and trimming of all city parks, cemeteries, roadsides, and other areas as designated by the Administrative Supervisor.

MISCELLANEOUS & GENERAL DUTIES

Trim trees as needed. Provide carpentry work to include woodworking and repair. Perform concrete work. Assist in maintenance of all city buildings to include but not limited to painting and carpentry. Mark graves for burials and monuments at the cemetery as required. Perform other duties as assigned by the Administrative Supervisor, City Council and/or Mayor. In performing all duties, safety must be a priority and is a requirement of the position to work safely.

QUALIFICATIONS

Must possess a high school diploma or GED and be a minimum of 18 years old. Must be able to effectively operate the following machinery, vehicles, and equipment: Welder, cutting torch, lawn mowers, backhoe, excavator, dump trucks, pickups, shovels, trimmers, chain saw, concrete saw, carpentry tools, and electrical tools. Machinery, vehicle, and equipment operation shall require but not limited to the above mentioned items. Must have or be willing to obtain a current Iowa CDL. Must be able to read and comprehend instructions.

WORK SCHEDULE

Position will require a forty (40) hour work week, Monday through Friday, 7:00 AM to 3:30 PM, with one-half hour off for unpaid lunch. Flexibility of hours will be allowed occasionally with prior approval as long as a 40 hour work week is maintained.

ESSENTIAL FUNCTIONS

The City of Moravia is committed to providing a means for applicants and employees who may have a disability to identify areas in which they may request a reasonable accommodation. Below is a description of the physical, mental, and environmental abilities that are customarily required to perform the essential job functions of the Maintenance Assistant position.

Independent body mobility is required to frequently access a large variety of equipment and vehicles of varying sizes and heights. Must be able to frequently read, write, speak, and hear in person and on the telephone in order to sufficiently communicate. Must have vision sufficient to frequently read maps, 12 point and finer printed text and hand written documents. Must have manual dexterity to frequently operate equipment, vehicles, and hand/power tools. Must be able to lift and/or carry up to 50 lbs frequently. Must be able to bend, climb, kneel, drive, shovel, and heavy manual labor frequently. Must be able to frequently stand, sit, carry, walk, drive, and climb ladders. Must be able to work in varying types of weather, including but not limited to, heat, cold, rain, snow, and hail for extended lengths of time on a daily basis.