

**JOB DESCRIPTION**  
**Maintenance Technician I**

**Job Class:** 3      **Annual Salary Range:** \$35,315 to \$52,971      **FLSA Status:** Non-Exempt

**Department:** Public Works      **Supervisor:** Public Works Foreman      **Approved:** Dec 2015

**JOB DEFINITION**

The Maintenance Technician I will work under the direct supervision of the Public Works Foreman or Public Works Superintendent. This entry level skilled position will be assigned various basic duties and tasks necessary for the operation of public infrastructure, utilities, and facilities for the City of Edgerton. The Maintenance Technician I – Public Works is responsible for performing assigned duties for all phases of operation, maintenance, repair and upkeep of City buildings, streets, equipment, property, etc.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direct supervision from the Public Works Foreman or Public Works Superintendent.
- May assist in work activities with other City departments as needed.
- Does not exercise supervision over other Public Works employees.

**EXAMPLES OF ESSENTIAL DUTIES** *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

<b>Importance</b>	<b>Tasks</b>	<b>% of Time</b>
1	Perform construction, operation, repair and maintenance tasks on city streets and rights-of-ways including but not limited to; alley, ditch, and drainage maintenance, pothole applications, patchwork, snow/ice removal and crack sealing applications.	50
2	Perform construction, operation, repair and maintenance tasks on city stormwater infrastructure such as ditches, culverts, pipes, curb inlets, etc.	20
3	Provides support to utilities department including water and sewer. Assists with operation and maintenance for both water and sanitary sewer systems and facilities such as treatment plants, lift stations and pump stations. Occasionally assists with meter reading, service installations and water main maintenance.	10
4	Mowing City rights-of-way, easements, parks and City properties	10
5	Fleet and equipment maintenance and servicing	10

**IMPORTANT JOB FUNCTIONS**

- Cleaning and maintenance of City buildings and surrounding grounds.
- Performs all job functions in accordance with city and department safety procedures.
- Maintains city-owned signage throughout the city to include traffic control devices, street signage, informational signage, etc.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Variety of vehicles and equipment including trucks, snowplows, salt spreader, hand tools, power tools, lawn equipment, electronic test meters, pumps, and various other vehicles and equipment.  
General Office Equipment including computer.

**MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:

High school diploma or GED required.

Licenses and Certifications:

Valid driver's license required.

Class B CDL required, or the ability to acquire.

**KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:

- Ability to acquire the necessary operational characteristics, services and activities of City of Edgerton maintenance.
- Ability to learn all applicable state, federal and local ordinances, laws, ordinances, rules and regulations.
- Ability to acquire all computer applications and hardware related to performance of the essential functions of the job.
- Ability to follow department organization, standard operating guidelines and policies, rules, and regulations.
- Ability to follow the appropriate City safety procedures for all aspects of job.

Skill in:

- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Document operating records of various tasks and assignments.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Maintain effective audio-visual discrimination and perception needed for:
  - making observations
  - communicating with others
  - reading and writing
  - monitoring assigned activities and operations
  - operating assigned equipment.
- Maintain mental capacity which permits:
  - making sound decisions and using good judgment
  - prioritizing work activities
  - demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - sitting, standing, or walking for extended periods of time
  - lifting or carrying light to moderately heavy objects
  - operating assigned equipment.

**WORKING CONDITIONS:**

Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

This position may be required to work overtime, evenings, weekends, and some holidays, as required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

Employee	Signature	Date
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Supervisor	Signature	Date
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City Administrator	Signature	Date
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This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.