

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Public Works, Parks, Beach, Cemetery	DEPARTMENT NUMBER	Various
REPORTS TO (TITLE)	Various	JOB FAMILY	Facilities Maintenance
PAY GRADE	Utility Worker; Cemetery Maintenance Worker; Beach Maintenance Worker; Grade 4	DATE OF LAST REVIEW	November 2024

NATURE OF WORK
<p>The second level in the Facilities Maintenance series is responsible for semi-skilled and skilled work in general maintenance, repair and construction of public grounds, building and facilities. Performs laboring tasks requiring manual labor and/or dexterity in areas such as carpentry, painting, masonry, plumbing, electrical. Operates heavy equipment and vehicles (construction, snow removal, mowing and other maintenance equipment) to build, repair, maintain and/or replace assets. Becomes familiar with federal, state and county rules and regulations as needed.</p> <p>May be called in during nights and weekends to attend to emergent conditions.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Performs a variety of semi-skilled and skilled work in construction, maintenance, repair, removal projects based on assigned work orders. Some of these projects include, but it is not limited to: pavement repair, ditch digging, manhole and line cleaning, tree trimming and removal, main and pipe repair, laying and backfilling, and traffic control; including traffic marker painting and sign installation and various landscaping duties (mowing and trimming grass, cutting, trimming and removing trees, planting and pruning trees and bushes, mulching; seeding).
2.	Conducts daily grounds, buildings and/or facilities inspections and preventive maintenance on assigned equipment to ensure its safe operations. Prepares and maintains various records and reports of maintenance and repair needs of grounds, buildings and/or facilities. Records purchasing, inspections and/or spraying activities.
3.	Perform various custodial functions to assure safe, clean, and orderly grounds, buildings and facilities. Cleans restrooms and might perform minor plumbing repairs. Picks up trash and debris ; picking up trash and debris that can be an injury to personnel and citizens, and damage vehicles, equipment and/or structure. Dispersing wildlife to prevent damage. Removes dead animals from roadways and streets.
4.	Operates and repairs equipment, vehicles and trucks such as snow removal tractors, skids and pushers; asphalt patch and rollers, uni-loader, and dump trucks; power mowers, tractors, paint sprayers, hydraulic loaders and welding equipment.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to the Beach may be responsible for:

- Maintaining and adjusting chemicals in pools for proper functioning;
- Winterization of outdoor pools
- Maintains and repairs pool equipment, such as pumps, heaters, and lighting, coordinating with contractors as necessary for any major repairs or upgrades

Positions assigned to the Cemetery may be responsible for:

- Layout of new burial sections, lots sales and servicing funerals, foundation layouts, inspections and schedules pours

Positions assigned to the Parks may be responsible for:

- Assists with special city projects and/or activities (opening seasons activities, decorating set-up and removal of ornaments for special holidays, "Live after Five" concerts and/or other events).

SUPERVISORY RESPONSIBILITIES

Assigns work and provides work direction as a "lead-worker/working supervisor" for other regular employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent G.E.D.

Facility maintenance experience in carpentry, plumbing, roofing, pavement, landscaping and snow removal is preferred.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license

Possess and maintain valid Commercial Driver's license "Class B" along with Air Brake Restriction removed and tanker endorsement added (except positions assigned to the Beach and Cemetery)

- Must obtain within six months of employment (dependent on availability of training program)

Possess and maintain a valid Iowa Pesticide Applicator's License, Class 3 OT preferred or must obtain within 60 days of employment.

Beach – Certified Pool Operator

- Required within 6 month of appointment

SKILL / ABILITIES REQUIREMENTS

Mechanical / Building and Construction

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services

Public Safety and Security

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Safe operation and maintenance of powered grounds equipment

Writing and Mathematical

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
- Maintain records and prepare reports
- Requires frequent use of Microsoft Office Suite (Word, Excel, Outlook)

PHYSICAL REQUIREMENTS

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

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 force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

<p>Cognitive</p> <ul style="list-style-type: none"> • Criteria Cognitive Aptitude Test • Criteria Mechanical Reasoning Assessment <p>Personality</p> <ul style="list-style-type: none"> • Employee Personality Profile • Workplace Safety Profile <p>Hands-on assessment in department</p> <p>Interview</p>

CLASSIFICATION HISTORY

DATE	COMMENT
December 2024	Updated per the PDQ by BC
September 2024	Added Assessments by BC
November 2024	Added Pool Operator Certificate and pool maintenance duties for position assigned to the Beach from previous job description by BC, updated CDL not required for Beach

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.