



Maintenance (Utility) Worker – Recycling

FSLA:

Non-Exempt

GENERAL SUMMARY:

Under general supervision, participates in all activities relating to operation of the Recycling Center. Operates various hand tools, power tools, light and heavy equipment and vehicles to accomplish assigned work. Performs manual labor tasks.

SUPERVISION:

Under the general supervision of the Recycling Crew Leader. Must show independence. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Operate a variety of light and heavy equipment including trucks, mowers, etc.
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.
- Inspect equipment fluid levels including oil, fuel, water, and transmission fluid; refill fuel as needed; and report the need for repair.
- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.

OTHER DUTIES AND RESPONSIBILITIES:

- Identify and collect equipment needs for each assigned site; stock truck with materials and supplies as required.

- Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- May repair fences as assigned; cut or trim vegetation as requested including trimming trees; mowing; weed eating; remove and transport a variety of debris.
- Keep plant area and other working areas clean, orderly and in safe working conditions.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED

EXPERIENCE

General mechanical knowledge of motorized equipment.

LICENSES AND CERTIFICATES

Must possess a valid driver's license.

COMPETENCIES:

An employee's performance will be evaluated on seven competencies.

- Communication
- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Safety
- Dependability/Attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Proper safety precautions related to all work performed.
- Methods, techniques, and procedures related to an assigned area of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

Skill in:

- Operating and using hand tools, mechanical equipment, power tools, and other equipment required for projects in a safe and efficient manner.
- Using various types of manual and electrical tools.

Ability to:

- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of maintenance activities.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

WORK HOURS:

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Some Saturdays are required
- Holidays and weekends as required by supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		
Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance				X	
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights \geq 3 feet			X		
Operate machinery					X

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	F	F
Waist – Overhead	F	F	F	F	F
Carry	F	F	F	F	F

Push/Pull	F	F	F	F	F
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Hearing acuity:	N/A	__	Average	X	Low	__
Visual acuity:	N/A	__	Average	X	Low	__
Manual dexterity	N/A	__	Average	X	Low	__

Percent of time spent:	
Standing	80%
Sitting	10%
Walking	10%

Name: _____

Signature: _____ Date: _____