

**City of Gluckstadt,
Mississippi Job Description**

Job Title: Maintenance Worker II
Department:
Reports To:
FLSA Status: Non-Exempt
Pay Grade: \$14.00 to 17.00 per hour
Approved By:
Approved Date:

SUMMARY: This is the advanced level of building and grounds maintenance. Positions at this level are distinguished from other job classifications of this type by the level of responsibility assumed and the complexity of duties assigned. Work in this class requires leadership and participation in a variety of maintenance work related to the assigned area. Assignments also may include the occasional operation of trucks and other automotive or construction equipment incidental to regular duties. Although some assignments may be carried out under general supervision of a crew leader who issues general or specific orders depending on the assignment. Work may be checked in progress or upon completion of the work.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE CITY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY OF RIDGELAND.

1. Repair and Maintenance
2. Testing Assistance

EXAMPLES OF WORK

(Any one (1) position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class).

Performs semiskilled duties in several trades in the construction, alteration, maintenance, and repair of municipal public works buildings, and similar facilities; may act as a crew leader on a crew working independently from the direct supervision of a crew leader in carrying out such duties.

Participates in cleaning the job site, removal of refuse and debris, cutting and removal of foliage.

May work evenings and weekends as required by staffing shortages or emergency conditions.

When Assigned to Streets/Drainage

Secure and partition off work areas with traffic signs, cones and barricades; flag and direct traffic around work areas.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities are required.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter experts (SME'S) who have supervised this position or functioned in the position; they are based upon job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Human Resource Manager in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the City Clerk in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

Education:

Graduation from an accredited high school or GED

Experience:

Three (3) years experience in building maintenance or related field.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of mathematics through general math. AND

Ability to follow written and oral instructions.

A working knowledge of the occupational hazards involved in the work and proper safety precautions for the safe performance of the job.

Maintain a personal physical condition appropriate for the performance of assigned duties and responsibilities.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

Ability to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs. Operate variety of vehicles, equipment and tools in a safe and efficient manner.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Exposure to extremes of temperature and contact with fuel/chemicals on a frequent basis. Noise level is loud.