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# UTILITY MAINTENANCE WORKER

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## Position Summary

Under the supervision of the Utility Superintendent, this is an hourly, non-exempt, full-time position under the Federal Labor Standards Act which performs skilled duties and manual labor for the City of Lyons. This employee must be a responsible person with mechanical aptitude and be a self-starter, communicate effectively, and have strong public relations skills.

## Essential Functions

1. Operate City equipment including trucks, backhoe, and other city equipment.
2. Repair potholes in streets and do minor street repair such as patching and sealing streets.
3. Repair and install street and traffic signs.
4. Read and record meter readings.
5. Take care of all city equipment and tools.
6. Assist with tool and equipment inventory once a year.
7. Repair and install water and sewer lines, electrical lines, and gas lines.
8. Repair and clean storm drains.
9. Work with water, sewer, street, and park personnel.
10. Remove fallen trees or other debris from streets as needed and assist in cleaning park and swimming pool.
11. Tend to electric, sewer, water, and gas maintenance needs as directed by the Utility Superintendent.
12. Address maintenance needs at the Lyons Community Center.
13. Operate mowers as needed to maintain parks and public grounds.
14. Spray for weeds as needed.
15. Follow all city and department policies and procedures.
16. Follow safety procedures and practices.
17. Be available for emergencies after normal work hours, including weekends and possible holidays.
18. Remove snow and ice during inclement weather.
19. Perform repairs on buildings and facilities.
20. Other duties as assigned by the Utility Superintendent.
21. Take initiative when seeing things around the city that need to be fixed or cleaned.

## Position Requirements

**Experience:** One or two years of similar experience are preferred.

**Education:** A high school diploma or GED is required. This position requires a valid Nebraska Driver's License. It is also recommended that this person obtain a Commercial Driver License (CDL)

and attend sewer and water school to become Class I certified in these areas within six months of employment.

**Technical Skills:** A working knowledge of equipment maintenance and repairs, plumbing, and mathematics is required. This employee must be able to operate hand tools, trucks, backhoes, loaders, air hammers, air compressors and other departmental equipment. The ability to judge distances, to follow directions and to interpret written instructions, to read and interpret maps, reports and written instructions, and manuals is required. Demonstrate a thorough knowledge of safety procedures, sewer, water, gas, and electrical line installation and maintenance. Develop the ability to understand and anticipate problems, to follow safety procedures and policies, and be effective in public relations, oral and written communication skills.

**Problem-Solving:** Limited problem-solving is a factor of this position. This employee encounters problems with equipment malfunctions, water leaks, and sewer backup.

**Decision Making:** Limited independent decision-making is involved in this position. The employee makes decisions about performing daily duties in the safest and most efficient manner.

**Supervision:** This employee is in direct supervision of the Utility Superintendent. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee does not exercise any financial responsibility for the department budget.

**Personal Relations:** Daily contact with the general public, city employees, and supervisory personnel is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to heavy machinery, excessive noise, hazardous chemicals, heights, work in confined areas, and all types of weather conditions is expected.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects and the ability to operate heavy machinery is required within this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

In order to leave employment in good standing and with a recommendation, a two-week notice of intent to leave employment is requested.

**I hereby acknowledge receipt of the foregoing job description.**

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_