

## **CITY OF FOUNTAIN CITY JOB DESCRIPTION**

**Job Title:** General Maintenance Worker  
**Department:** Public Works  
**Reports To:** Public Works Supervisor  
**FLSA Status:** Non-exempt  
**Approved Date:** July 14, 2020

### **JOB SUMMARY**

Performs a variety of semi-skilled and skilled tasks assisting in the construction, repair, cleaning and maintenance of buildings, facilities, parks, streets, and water/wastewater utilities. Driving is a primary responsibility of this position and candidates must maintain an acceptable driving record.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsibilities will include, but are not limited to, the following:

- Operates power and hand tools and other equipment; cleans and maintains same.
- Conducts digging and excavation work.
- Maintains parks and park facilities, including landscaping and groundskeeping.
- Maintains and cleans all City buildings, facilities, rest rooms, and sets up rooms/facilities as directed.
- Reads and tests water meters.
- Clears minor sewer blockages and clogged storm drains.
- Paints street markings, performs street sign maintenance, and acts as traffic control flagger.
- Accurately completes work order and tracks parts usage.
- Responds outside of work hours to maintenance, water and/or sewer emergencies
- Assists in repair and maintenance of streets, water/wastewater utilities, and other buildings/facilities.
- Follows all safety policies of the Public Works Department.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **EMPLOYEES IN THIS ROLE MUST BE AT LEAST 18 YEARS OLD.**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

- Knowledge of methods, procedures, equipment, tools, techniques and supplies used in the performance of construction, repair, cleaning and maintenance duties.
- Knowledge of safe work and driving practices.
- Ability to perform semi-skilled and skilled tasks involved in construction, repair, cleaning and maintenance duties.
- Ability to operate trucks, power equipment, and power/hand tools including, but not limited to, shovels, rakes, jackhammers, compactors, chain saw, sander, weed trimmer, paint machine, welder and torch.
- Ability to read and write at the level required by job duties.
- Understand and carry out oral and written directions from supervisor.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED certificate.

**CERTIFICATIONS**

State of Wisconsin Waterworks Operator Certificate as applies per DNR classification requirements for Fountain City system, or continual progress toward full certification as determined by sanctioned tests.

State of Wisconsin Wastewater Operator Certificate as applies per DNR classification requirements for Fountain City plant or system, or continual progress toward full certification as determined by DNR sanctioned tests.

Valid Wisconsin Driver's License (mandatory) and an acceptable driving record.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel (using the sense of touch in fingers, hands or other body parts to sense the position or quality of objects); reach with hands and arms (extending the hands or arms in any direction in order to push, pull, grasp or control an object); climb or balance (ascending or descending steps, stairs, ladders, scaffolding, walls, trees or machines); stoop, kneel, crouch, or crawl; bending/twisting(of neck, back, or torso in order to reach, lift, tend machines, move materials etc. ) and talk and hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

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


The position entails working for periods of time in all weather conditions, standing/walking on uneven surfaces, working in and around raw sewage/wastewater, and underground utilities. Employees in this position must drive frequently throughout the work day. The employee may be exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate and sometimes loud.

**SUMMARY**


The duties listed above are intended only as illustrations of the various types of work that may be performed.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

Approved by Mayor: 

Date: 7/14/20

Police, Personnel, Health & Safety  
Committee Chair: 

Date: 7/14/2020

Revised: 7/14/2020