



P.O. Box 395 • 243 Deerfield Road • Hill City, SD 57745

Position:	Maintenance Worker I
Class Specification:	Regular Full-Time
Salary Range:	\$19.00/hour
Probation Period:	Six (6) Months

GENERAL STATEMENT OF DUTIES

Performs manual work in a variety of construction, repair, and maintenance assignments. Requires travel throughout the City in response to project assignments for the repair and alteration of property, buildings, materials, and/or equipment. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification may use light/heavy equipment, hand tools, power tools, and maintenance equipment, and may be called back to work for emergency situations, repair, and/or maintenance work at any time. Work is performed under the immediate supervision of the Public Works Director or Wastewater Superintendent when in the Wastewater Treatment Plant (WWTP).

ESSENTIAL FUNCTIONS

Assists with the maintenance and repair work of property, buildings, materials, and/or equipment. Interacts with the public and is accepting of complaints, requests, and suggestions and refers these comments to his/her supervisor.

EXAMPLES OF WORK

- Loads and unloads gravel, dirt, chemicals, and other materials, tools, and equipment.
- Operates heavy equipment such as dump trucks, backhoes, forklifts, bobcats, road graders, etc.
- Operates various powered and non-powered hand tools.
- Mows grass, trims trees, rakes leaves; picks up trash, leaves, and grass.
- Operates a variety of mowers and equipment in grass-cutting and trimming operations.
- Picks up paper and debris on public property and streets.
- Cleans and maintains restrooms and other city facilities.
- Performs painting/staining.
- Places and removes traffic barricades and cones.
- Installs and removes street signs.
- Assists with the installation and removal of festive lights, decorations, and flags.
- Assists with parks and grounds preparation and maintenance.
- Performs various street maintenance duties such as cleaning gutters and patching holes.
- Plants, trims, sprays, edges, mulches, waters, and prunes trees and shrubs.
- Inspects and maintains well water systems.
- Inspects and maintains water distribution system.
- Inspects and maintains wastewater treatment plant.
- Inspects and maintains wastewater collection system.
- Maintain organized and accurate operational logs.
- Assists with snow and ice control.
- Performs related tasks as required.
- Performs routine vehicle maintenance.

WORK CONDITIONS

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines or equipment, and observing general surroundings and activities.
- Environmental factors include mechanical, chemical, electrical, fire, and explosive hazards.
- Work is frequently performed on uneven, sloping, slippery, and unpaved surfaces, on ladders, in crawl spaces, indoors and outdoors, with exposure to extremes in noise, temperature, weather, and humidity and in proximity to electricity, mechanical equipment, gasses, fumes, dust, oils, and chemicals.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of generally accepted construction and repair procedures and materials used in the areas of carpentry, painting, plumbing, electrical, heating, ventilation, air conditioning, and related trades/crafts.
- Ability to understand and follow specific oral and written instructions.
- Ability to perform heavy manual labor for extended periods, often under unfavorable conditions
- Ability to establish and maintain effective working relationships with associates.
- Must possess and maintain a valid South Dakota driver's license.
- Must be at least eighteen (18) years of age upon employment.
- Must maintain and observe best safety practices.
- Must obtain the following South Dakota Class I certifications within twenty-four (24) months of hire date:
 - Water Treatment Operator
 - Water Distribution Operator
 - Wastewater Collection Operator
 - Wastewater Treatment Operator - Optional unless the position requires working 12 hours or more per week at the Wastewater Treatment Plant.
- Excellent communication skills for expressing or exchanging ideas.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by twelve (12) months of related work experience; or any equivalent combination of education, training, and experience.

The City of Hill City is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Hill City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Hill City is a drug-free workplace.

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P.O. Box 395
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Human Resources
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