

Eureka City Corporation

POSITION DESCRIPTION

Temporary Maintenance Mechanic

Open until filled

DEPARTMENT: Maintenance

Compensation: \$18.00 an hour
Non-benefited
Maximum of 29 hours per week

SUPERVISION RECEIVED: Designated City Leadership

SUPERVISION EXERCISED: None

SUMMARY:

This position is a TEMPORARY position until full time position is filled. This position follows the direction of authorized supervision in assisting in the maintenance of Eureka City's infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This listing of essential duties and responsibilities is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs and assists with a wide range of maintenance duties such as fertilizing, de-thatching, weed removal, aeration, pesticide application, mowing and watering of City's parks and other designated green spaces.
- Assists with the City's culinary water system and sanitary sewer systems. Also assists in maintenance of well houses, pumps, sewage processing plant and chlorinators.
- Performs various waste removal duties such as picking up litter, emptying garbage cans and sweeping and maintaining paved areas and sidewalks
- Performs a variety of maintenance activities in the winter months such as cleaning, repairing, and painting equipment and assists in snow removal as required to maintain the city in a safe condition.
- Performs maintenance work on all City properties.
- Ensures that the City's equipment such as tractors, lawn mowers and weed eaters are properly maintained.

- Assists in general preventative maintenance activities on the City's fleet vehicles including checking fluid levels, tire pressure, etc. Maintains preventative maintenance records on fleet vehicles; updates same as necessary.
- Assists with City cemetery duties and responsibilities,

OTHER DUTIES AND RESPONSIBILITIES:

The listing of other duties and responsibilities is meant to be representative, not exhaustive.

- Maintains safe working conditions and practices at all times.
- Maintains an inventory of all assigned equipment and supplies; takes prudent efforts to safeguard Eureka City's physical resources from unauthorized use.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Eureka City's practices and procedures
 City's policies, rules, regulations and guidelines
 Principles and practices of turf management, including watering, fertilizing and mowing
 Automotive maintenance, general maintenance on the City's fleet vehicles
 Repair of irrigation systems

Ability to:

Communicate effectively verbally and in writing
 Operate a PC and use internet.
 Maintain effective working relationships with other people
 Operate maintenance equipment such as lawnmowers, tractors, trucks, backhoes and various power tools and small hand tools
 Obtain and maintain coverage as a driver under the Cities 'automobile insurance carrier and obtain and maintain a valid Utah class "D" driver's license.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Highschool Graduate
- Pass GED Test with a Minimum of 145

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk frequently. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly

lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works in out of doors conditions and may work near a video display. The noise level in the work environment is usually moderate, but at times, severe when operating power equipment.

APPROVALS

Mayor

DATE