

## CITY OF WESTWOOD KANSAS

Job Title: Maintenance Worker 3  
Department: Public Works  
Reports to: Public Works Superintendent

FLSA Status: Non-exempt

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### SUMMARY

Provide maintenance service and support for publicly owned and operated facilities, properties, and infrastructure in order to provide an attractive, safe and healthy environment for the City of Westwood.

### RESPONSIBILITIES

#### 1. **BUILDING MAINTENANCE**

Performance is acceptable when:

- a. All municipal buildings are functional as it relates to plumbing, carpentry, painting, electrical repairs, HVAC, etc.
- b. Repairs are made proficiently and in a timely manner.

#### 2. **LANDSCAPING AND MOWING**

Performance is acceptable when:

- a. All parks and properties are properly maintained. This includes planting, pruning, mowing, weeding, maintaining, and beautifying all City properties.
- b. Decorative fountains are maintained.

#### 3. **ICE AND SNOW REMOVAL** - Remove ice and snow using trucks, loaders and salt/sand spreaders to enable traffic to move as safely as possible.

Performance is acceptable when:

- a. Streets are safely cleaned of snow and ice and traffic is able to move in as orderly a manner as possible.
- b. Streets are clear of obstruction within a reasonable time frame given the amount of snowfall and ice.

#### 4. **EQUIPMENT OPERATION**

Performance is acceptable when:

- a. Equipment is used safely and effectively. Equipment will include but not be limited to skid steer, bucket trucks, mowers, etc.
- b. Equipment can be safely operated in the manner for which it is designed.
- c. The life of the equipment is extended to the greatest extent possible through ensuring it is properly maintained.

#### 5. **LEAF PICKUP AND SWEEPER TRUCK OPERATIONS**

Performance is acceptable when:

- a. Catch-basins are clear of all debris.
- b. Leaves and other debris is removed from residential areas and properly disposed of.

#### 6. The incumbent has the fundamental duty to: (a) maintain acceptable standards of office conduct (b) come to work within defined work hours (c) handle stress and (d) maintain acceptable working relationships.

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The responsibilities described on the previous page represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

### KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

High school diploma or GED. Class B commercial driver's license with airbrake endorsement required; Traffic Flagman and Basic Work Zone certifications required; and National incident management System and ICS Incident Command System Basic training also required.

### EXPERIENCE

Previous experience operating and maintaining construction equipment, technical and practical knowledge of lawn and landscape maintenance, vehicle service and repair, and basic knowledge of hand tools required.

### TOOLS & EQUIPMENT

Riding mower, mower and weed eater, hand tools, sign board, sweeper truck, bucket truck, skid steer loader, snowplow, de-icing equipment, bush chipper used.

### ROUTINE CONTACTS

The public, vendors, co-workers, city administrators and officials.

### PHYSICAL AND MENTAL 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

Work is typically performed outdoors. While performing the duties of this job, employees are frequently required (approx. >50% of the time) to engage in climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Employees exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee must be able to work at sustained height of 40 feet by ladder or aerial lift device.

Incumbents may be exposed to hazardous physical conditions, such as, mechanical parts, electrical currents, and vibrations; atmospheric conditions, such as fumes, odors, gases, and poor ventilation; hazardous materials, such as chemicals, blood, and other bodily fluids; extreme temperatures; inadequate lighting; work space-related movement restrictions; intense noise; and other environmental conditions, such as, challenging behaviors, imminent danger, and threatening environments; incumbents may also be expected to travel. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

#### Mental Demands

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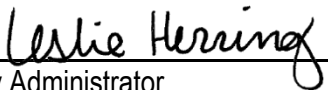
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While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve routine administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City managers, staff, customers, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

### Work Environment

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights of up to 40 either by ladder or aerial lift device, work in confined spaces; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

### REQUIRED SIGNATURES/APPROVALS

  
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City Administrator

Date Revised 1/11/2024