

TOWN OF LIMA

JOB DESCRIPTION

POSITION: General Maintenance / Water Utility Maintenance / Parks & Recreation Worker

GENERAL PURPOSE: Performs a variety of technical and skilled maintenance and operations work in the planning, construction, operations, repair, and maintenance of streets and alleys, parks, cemetery grave spaces and grounds, turf and related facilities; performs routine semi-skilled utility work in the reading and operation of utility meters; performs a variety of skilled and unskilled tasks in the custodial care and maintenance of Town buildings.

ACCOUNTABLE TO: Mayor

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Mows and maintains park, cemetery, and open space areas; mows lawns and weeds; maintains sprinkler systems and assists in the repair of sprinkler lines and heads; sweeps, washes, paints, and repairs or replaces outdoor tables; performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work; performs routine maintenance on lawn and power equipment; plants lawns, trees, shrubs, and flowers; carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks, cemetery, and open spaces; maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems; collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Grades and maintains streets and alleys; plows snow on roads; removes snow on Town property as needed; hauls gravel; maintains vehicles and equipment; locates and precisely measures gravespaces to ensure proper placement for burials and monuments; digs/fills gravespaces.

Changes light bulbs and fluorescent tubes; sweeps, vacuums, mops, dusts, shampoos, steam-cleans carpets, dumps trash; cleans spills, tables, walls, fixtures, blinds, light fixtures, etc.; washes windows, walls, metal and woodwork; cleans and sweeps sidewalks; picks up litter from around buildings and grounds; performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work; inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Traverses assigned routes and takes readings of water meters; records readings on meter worksheets to provide needed information for utility billing or other related action; notes any unusual changes in consumption, location, or malfunctions such as leaks or damages to meters; inspects meters and connections for defects, damage, and unauthorized connection or use; reports findings to Mayor; rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption; maintains and repairs meters; replaces defective meters; tests meters for accuracy; maintains assigned tools and equipment; responds to work orders for utility disconnections, reconnections, new orders,

and other public works service requests assigned; inspects and/or repairs water treatment equipment, pumping stations, reservoirs, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly; assists in maintaining water quality by taking water samples; maintains a variety of records relating to inspections, maintenance activity, water supply, treatment, consumption, etc.; determines the location of water lines from the appropriate sources prior to excavation; responds to complaints regarding water leaks, pressure loss, or no water; evaluates situations; explains findings to Mayor; contacts residents and business owners in areas where services will be discontinued and explains when services will be shut off and turned back on; performs all duties in conformance to appropriate safety and security standards; performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling; make water service connections to water mains, including line tapping and valve installing; cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates, and fittings on repair of mains and services and installation of services, fire hydrants, and drinking fountains; assists in shutting off broken sections of water mains; assists in the training of lower level employees to increase their skills in the maintenance, construction, and repair of water facilities; services water supply and other pumps; flushes hydrants and cleans reservoirs; works with DEQ as needed; understands DEQ regulations as they pertain to the water system.

Be on call after hours as necessary for emergency and/or other duties.

PERIPHERAL DUTIES:

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans; determines applicable codes, regulations, and requirements for assigned projects.

DESIRED MINIMUM QUALIFICATIONS:

- A. Must possess a valid state driver's license or have the ability to obtain one prior to employment
- B. Skills in operating the listed tools and equipment
- C. Be able to obtain and maintain a State of Montana Weed Spraying License
- D. Be able to obtain and maintain a Water Operator Certification
- E. Must be subject to a background check and drug test

TOOLS AND EQUIPMENT USED:

Motor vehicle, backhoe, dump truck, grader, lawn maintenance equipment, hand-held meter reader, phone, radio, copy machine.

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

Work is performed mostly outdoors. While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outdoor weather conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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.