WASTE WATER TREATMENT PLANT
GROUNDS MAINTENANCE / GENERAL LABOR WORKER – PART TIME

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Waste Water Treatment Plant Superintendent and Waste Water Treatment Operator, performs a variety of semi-skilled work in grounds maintenance and repair of property of the municipality using various machines, tools and equipment.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- **Duties:**
  - Receives written work orders or verbal instructions from municipal supervisor.
  - Drives a truck to transport tools, department personnel and equipment; cleans and maintains vehicles, shops and the maintenance yard; operates a two-way radio; reads and records readings of various meters and gauges; assists with minor repairs to sewer collections systems and lift stations equipment.
  - Knowledgeable of the safe use of tools and equipment.
  - Operates tractors, mowers, various small tools, power equipment and dye-injection equipment.
  - Performs general maintenance, to include mowing and trimming, litter and debris removal.
  - Repairs and maintains facilities and equipment, to include painting, general maintenance and cleaning of buildings, restrooms, washing of windows and emptying of trash cans, using brooms, cleaning supplies and floor buffer.
  - Paints interior and exterior walls and trim where needed, using paint and painting tools.
  - Properly follows work maintenance sheets and reports.
  - Notifies supervisor of any problems with systems or equipment.
  - Performs other related duties as assigned.

EDUCATION & EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:**
  - High School Graduate or GED
- **Experience:**
  - Experience in turf management a plus
  - Mechanical aptitude helpful
- **Licenses/Certificates/Special Requirements:**
  - Must be at least 18 years of age
  - Valid Iowa Driver's License

- **Competencies:**
  - Dependability
  - Problem solving/Issue Analysis
  - Productivity
  - Teamwork

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

- **Environment:**
  Standard office setting and 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; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

- **Physical:**
  Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, drawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, carry, push and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.