

South Jordan City

Job Description

Title:	Public Works Maintenance Worker	Effective Date:	7/8/2024
Budget Code:	100540	FLSA:	Non-Exempt
Pay Grade:	M02-M03	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of semi-skilled duties related to the construction, installation, maintenance, and repairs of Public Works infrastructure.

SUPERVISOR

Project Foreman

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Provide assistance for internal maintenance and construction projects, including; project coordination, materials ordering, calendaring, installation, or repairs.

Operate a wide variety of light and heavy duty vehicles and equipment (including but not limited to pickup trucks, single & tandem axle dump trucks, road grader, front end loader, backhoe, and various road construction equipment).

Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.

Take initiative to observe and report conditions throughout city to ensure timely action for needed work is performed.

Manage and complete assigned workload when supervisor is absent.

Work compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Will be subject to uncompensated stand-by rotation for any given event such as a pending snow storm, or a response to a natural disaster. Compensation for actual time worked, premium compensation for time worked on observed City holidays as outlined in the Employee Handbook. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Four (4) years related experience with a municipality or verified qualifying employer.

2. Certifications:

Backhoe I

Front-end Loader I

Traffic Control Technician

Forklift Operator Certification

Trench Shoring Certification

Flagger Certification

CPR/First Aid Certification

Welding Training (in house)

Backhoe II within 18 months

Traffic Control Supervisor Certification within 18 months

Concrete Certification within 18 months

Construction Inspection Certification within 18 months

3. Special Qualifications:

Must be 18 years of age or older

Valid Utah Class A Driver License

NIMS 100, 200, 700

4. Knowledge, Skills and Abilities:

Knowledge of specifications, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc., safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction.

Knowledge of working with all aspects of Publics Works infrastructure.

Skilled in the operation of heavy mechanized equipment as required by the position.

Knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work.

Ability to operate heavy equipment of various kinds under varying condition; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with coworkers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

5. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity

exist. Mental application utilizes memory for details, verbal instructions, and critical thinking. Frequent local travel may be required.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Maintenance Worker	EEO-4 Class:	Craft Worker
Location:	Public Works Admin	EEO-4 Class:	Skilled Craft Worker
Group/BU:	Public Works Step Plan	Tech-Net Match:	1235