



**JOB POSTING COVER SHEET**

**CLASS TITLE:** Maintenance Worker II

**POST ON BOARDS:** February 27, 2019

**DATE SENT VIA EMAIL TO DEPARTMENTS:** February 26, 2019

**TIME SENT VIA EMAIL:** 4:15 pm

**DATE TO REMOVE POSTING:** Open until filled

**APPLICANTS:** Open to all.



**INTEROFFICE MEMORANDUM**

**PLEASE POST**  
OE 2/8/19 All 2/26/19

**TO:** All Department/Division Heads  
**FROM:** Human Resources  
**DATE:** February 26, 2019  
**SUBJECT: JOB OPPORTUNITY: Department of Public Service  
Division of Public Works**

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CLASS TITLE: **Maintenance Worker II**

**HOURLY GRADE 9**

**ENTRANCE RATES:**

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
\$17.7664	\$18.6542	\$19.5866	\$20.5668	\$21.5949	\$22.6745

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High School Graduate. Experience in construction and maintenance work. Knowledge of the operation of dump trucks, tractors, rollers, sewer jets and similar public works equipment. Knowledge of the type and uses of tools, materials, and standard equipment used in construction and maintenance work. Ability to follow written and verbal instructions, to lift 50 to 100 lbs, to work outside in varying weather conditions, to work effectively with others and to work shift work & possible weekends. Experience with sewer cleaning and televising sewer lines preferred. Commercial Driver's License required within 1 year of appointment, tanker endorsement preferred. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Position open until filled.**

**BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL.**

***The City of Painesville is a drug & alcohol free employer.***

*The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.*

**POSITION DESCRIPTION**  
**CITY OF PAINESVILLE**  
An Equal Opportunity Employer

<b>Position Title:</b> Maintenance Worker II	2110
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<b>Department:</b> Public Service, Public Works Division	<b>Date:</b> 4/12/2017
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<b>Pay Class:</b> 9	<b>Exempt / Non-exempt:</b> Non-exempt
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**General Purpose for Job:** This is semi-skilled and skilled work in a variety of public works, public lands, and utilities maintenance activities.

Work involves performance of a variety of general laboring, maintenance, and construction work, including the operation of automotive equipment. Work of this class involves tasks of more than ordinary difficulty requiring special knowledge or skills acquired through experience or on-the-job training. General supervision is received from a supervisor who assigns and reviews work. Work is reviewed while in progress and through observation of results obtained.

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Installs and maintains water mains and service lines, water meters, and fire hydrants; installs and maintains sewer mains and service lines, manholes, and catch basins; cleans sewer mains and laterals.
- Operates a motor roller in rolling newly constructed or resurfaced roads and in packing down base for surfacing materials; operates sewer jet machines and sewer rodder machines in cleaning sanitary sewers.
- Operates small and large excavators, large and small wheel loaders, large and small dozers, backhoe, large and small farm tractors (along with various attachments), large and small skid loaders (along with attachments), large and small rollers; operates commercial landscape equipment (i.e. – mowers, string trimmers, edgers, hedge trimmers, blowers)
- Operates large and small dump, flatbed, or other trucks in transporting personnel, materials, and supplies; assists in loading and unloading trucks; operates snow plows and spreaders.
- Repairs asphalt, concrete, gravel, and dirt surfaced streets, alleys, and sidewalks; installs, repairs, and maintains drainage structures such as culverts, storm sewers, catch basins, head walls, and appurtenances.
- Does pick and shovel work in grading, patching, and otherwise maintaining improved and unimproved streets; applies cold patch or hot mix asphalt to potholes; spreads gravel, stone, and other construction materials.
- May supervise laboring or temporary personnel.
- Performs related work as required.

**MINIMUM EDUCATION AND EXPERIENCE** (Required to qualify for position)

**Education:** High school diploma

**Experience:** Construction and maintenance work related to the area of assignment, including experience in the operation of automotive equipment.

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES** (Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)

**Knowledge of:**

- The type and uses of tools, materials, and standard equipment used in construction and maintenance work related to area of assignment.
- The hazards and safety precautions of the work and assigned equipment.
- The operation and maintenance requirements of dump trucks, tractors, rollers, sewer jets, and similar public works equipment.
- Carpentry, plumbing, electrical, masonry, concrete installations, cemetery operations, irrigation system installations and water/sewer systems as related to area of assignment.

**Skill and Ability to:**

- Understand and follow oral and written instructions.
- Read and work from blueprints.
- Establish and maintain effective working relationships with others.
- The care and operation of assigned equipment.
- Communicate with the public and other employees effectively.

**License or Certification Required:** Valid Ohio Driver's License; Valid Commercial Driver's License required within one year of appointment or at time of hire, as applicable.

**Physical Demands:**

- Ability to lift 50 lbs. regularly and 100 lbs. occasionally;
- Ability to carry 50 lbs. at least 100 feet, and 100 lbs. at least 25 feet;
- Ability to climb in and out of manholes, up and down ladders, in and out of dump trucks/loaders;
- Ability to bend frequently during the work day;
- Ability to consistently work outside in varying weather conditions and hours;
- Ability to drive;
- Ability to work in confined spaces;
- Ability to hear, see, speak, read, write, understand verbal and written instructions;
- Ability to stand for long periods;
- Ability to flag traffic, grasp and push/pull.

**Scheduling Demands and Constraints:** Possible weekends and evenings