

**CITY OF CLARK
CITY MAINTENANCE WORKER**

GENERAL STATEMENT OF DUTIES

The City Maintenance Worker assists with the maintenance and repair activities for all city functions (streets, pool, parks, rubble site) and city public works (water and sewer).

REPORTS TO

This person works under the guidance and direction of the Senior Maintenance Worker.

MAJOR JOB RESPONSIBILITIES

Responsible for assisting senior staff and other departments in performing their duties and responsibilities in maintaining and repairing City utilities and operations.

SPECIFIC WORK ACTIVITIES

- Operate heavy equipment, i.e. skid steer, pay loader and semi.
- Spray for mosquitoes and weeds.
- Assists with maintenance and repairs of city buildings.
- Assists in all street maintenance activities, i.e., snow removal, street sweeping, patching with cold and hot mixes, clearing culverts, etc.
- Assists with repairing water and sewer lines.
- Assists with preparing and maintaining outdoor pool.
- Assists with tree removal and/or trimming.
- Observe operations to recognize city's needs for repairs and improvements.
- Perform all other duties as specified by senior staff.
- Perform work orders as given by the Finance Office.
- Know and practice safe work habits.
- **Assist other departments as needed.**

TOOLS AND EQUIPMENT USED

Must possess skilled labor skills working with skid steers, pay loaders, semi, street sweepers, dump trucks, hand tools, rotary mower, lawn mower, weed eater, motor grader and other tools and equipment as needed.

NECESSARY QUALIFICATIONS

- Possess High School Diploma or GED certificate.
- Must pass a pre-employment physical and drug screening.
- On-going drug and alcohol screening are required for this position. In order to continue employment, this person shall not test positive for the presence of alcohol or illegal drugs.
- Possess a valid South Dakota driver's license and Class A Commercial Driver's License or have the ability to obtain one within three (3) months of initial employment. City will reimburse up to 50% of the costs associated with the license upon passing and continued employment.

- Possess or obtain an applicator's license within three (3) months of initial employment.
- Ability to maintain effective working relationships with employees and the general public.
- Heavy equipment experience necessary.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work is primarily performed outdoors.
- Exposure to direct sunlight of extended periods of time is likely.
- Must be able to work outdoors for eight (8) hours in all kinds of weather conditions.
- Ability to perform heavy manual labor; includes lifting up to fifty plus (50+) pounds, stooping, reaching, standing, walking, pushing, pulling, working aloft, crawling through narrow accesses, and withstanding exposure to variable weather conditions as may be required.
- Wear proper work attire, meaning t-shirt or regular shirt, long pants and closed toe shoes.
- Although the work hours are 7 am – 12 pm and 12:30 – 3:30 pm, early hours and overtime may be needed, especially during snow removal season.

Full Time Benefit Summary

The following outlines a summary of benefits available with this position with the City of Clark. **Refer to the City of Clark Operations Manual for a complete description of personnel administration and general policies and procedures.**

Health Insurance – Wellmark Blue Cross Blue Shield

After a 30 day waiting period, City covers 100% of an individual plan or equivalent of a single policy plus half the difference in the cost of the family policy. The difference is paid by the employee through payroll deductions.

South Dakota Retirement

A 6% deduction of the employee's salary is matched by the City.

Life Insurance

After a 30 day waiting period, the City offers a fully-funded \$10,000 life insurance policy.

Dental Insurance – Delta Dental

A 30 day waiting period, the City a fully-funded individual or family coverage.

Vision Insurance – Visions Service Plan

After a 30-day waiting period, the City offers a fully-individual or family coverage.

Cell Phone Subsidy

A subsidy of \$30 (flip) or \$50 (smart) phone is paid each month.

Vacation Leave

Length of Service	Days Earned/Month	Hours Earned/Year	Carryover
0 – 6 month	0 days	0	0
7- 12 months	1 day/month	48 hours/6 days/year	40
1 – 9 years	1 day/month	96 hours/12 days/year	100
10 – 14 years	1.5 days/month	144 hours/18 days/year	100
15+ years	2 days/month	192 hours/24 days/year	100

Sick Leave

Full time employees, including those on probationary status, shall earn and accumulate sick leave at the rate of 7 hours per month, 84 hours per year. Sick leave may be accrued up to 90 working days or 720 hours.

Funeral Leave

In addition to sick leave, appointed and regular full-time employees may be granted up to four days per year with pay for funerals of immediate family members.