



TOWN OF MIAMI

JOB DESCRIPTION

POSITION: Maintenance Worker I & II
CLASSIFICATION: Non-Exempt
DEPARTMENT: Public Works

GENERAL DESCRIPTION

Performs any duty necessary to provide effective maintenance of the Town's streets, sewer, storm drainage facilities, garbage/trash collection and Town-owned building and facilities.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I The entry-level maintenance classification in the Public Works Department. The individual job duties and work assignments of a Maintenance Worker I and Maintenance Worker II will not necessarily be different.

Maintenance Worker II The journey-level maintenance classification in the Public Works Department. The position is distinguished from Maintenance Worker I by having a broader range and significant work skills based upon experience and additional training. Individual duties and assignments of a Maintenance Worker I and Maintenance Worker II will not necessarily be different. Positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level. Advancement to the Maintenance Worker II level is based on meeting minimum qualifications and satisfactory job performance.

SUPERVISION RECEIVED/EXERCISED

Work is performed under the direct supervision of the Public Works Supervisor and the general supervision of the Public Works Director. No supervision is exercised.

TYPICAL DUTIES/RESPONSIBILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required and is subject to change as needs and job requirements change. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Performs a variety of tasks intended to enhance traffic safety and the attractiveness of rights-of-way in the Town. Work may include sign repair or replacement, brush trimming, herbicide application, and road maintenance and repair.
- Operates vehicles and maintenance equipment as directed and performs routine maintenance on equipment as required.
- Follows safety procedures in the operation of equipment, and while on the job site, properly places traffic control devices to protect the public and co-workers.
- Responsible for the care and use of any assigned tools, vehicles, or equipment.
- Must be able to understand and follow verbal and written instructions and, in the absence of the supervisor, prepare a written report of work activity, equipment and materials used
- Street cleanup and maintenance such as weed eating and picking up garbage and trash.
- Represents the MIAMI Values of Meaningful Work, Integrity at all Times, Attention to Detail, Motivated to Achieve Results, and Individual Responsibility.



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QUALIFICATIONS

- High School Diploma or GED equivalency
- Maintenance Worker I: 6 months of work experience or training related to laborer, road maintenance, construction or the operation of agricultural or construction equipment.
- Maintenance Worker II: 1 year of work experience or training related to laborer, road maintenance, construction or the operation of agricultural or construction equipment.
- Valid Arizona Driver's License.
- Must be able to pass a drug, alcohol and background check.
- Maintenance Worker II: Valid Arizona Class A Commercial Driver's License (CDL) is required within 12 months of hire date.

SKILLS AND KNOWLEDGE:

- Knowledge and skill in use of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to carry out assigned projects to their completion within the timelines established.

WORKING CONDITIONS

While performing the duties of this job the employee will regularly work in outside weather, frequently exposed to wet and/or humid conditions. The employee frequently works near moving mechanical parts and vibrations. The employee will occasionally work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.