



CITY OF HICKMAN, NEBRASKA
JOB DESCRIPTION

115 Locust Street / P.O. Box 127
Hickman, Ne 68372-0127
Phone: 402.792.2212
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Job Title: Maintenance II

Department: Public Works (Electric, Water, Wastewater, Street, Park Departments)

Reports To: Public Works Director, City Administrator, Mayor and City Council

FLSA Status: Non-Exempt, Non-Volunteer, Full Time

Date: June 2018

Job Summary

Under direction, the position performs a variety of routine semi-skilled manual labor job tasks to enhance and maintain the City's infrastructure. The position requires the ability to work individually and as a member of a team during normal daily and emergency situations. The position is responsible for conducting general public works and parks maintenance, operating a variety of heavy duty and light duty vehicles, multiple tools and types of equipment for the following areas: Street Maintenance; Park Maintenance; Water Treatment Plant and Infrastructure Maintenance; Electrical Infrastructure Maintenance; Wastewater Treatment Plant and Infrastructure Maintenance. Position requires the ability to work in extreme weather conditions, to be on call after hours for emergencies, and on a rotating schedule of weekend duty.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in construction trades.
- Basic safety and first aid practices.
- Defensive driving practices.
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation, and maintenance projects.
- Electrical, Water and Wastewater utility line distribution, maintenance and repair.
- Modern methods, techniques, materials and safe operation of equipment used for the planning, forming, pouring and finishing of concrete slabs, curbs, gutters, and sidewalks.
- Operating characteristics of vehicles with automatic and manual transmissions.
- Operational characteristics of a variety of dump trucks and street sweepers.
- Traffic control rules and regulations for appropriate signage and safety.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job summary. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel. This job description may be changed or updated at any time without notice.

Skills and Ability to:

- Locate and efficiently mark underground utility lines.
- Perform heavy and sustained manual labor.
- Operate light duty (pick-up truck) and heavy duty (dump truck; tractor; snow plow; skid steer; street sweeper) vehicles while performing legal and defensive driving practices.
- Effectively follow oral and written instructions.
- Follow work safety procedures and practices.
- Complete basic work activity records and time reports.
- Learn and effectively perform maintenance techniques specific to work assignments, including all municipal utilities.
- Work independently in the temporary absence of supervision.
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.
- Problem solve and think critically to conduct fact-finding projects.
- Utilize computers and various software applications (Microsoft Office, GIS Software).
- Communicate effectively while maintaining tact and professionalism through verbal and written communication.
- Establish and maintain effective working relationships with the public, other employees, other governmental agencies, and municipal officials.

Education and Experience

- 1) Applicants are required to have a High School or GED degree and able to pass any background, medical, and drug screenings required.
- 2) Previous electrical, water, and/or wastewater utility experience is preferred.
- 3) Must be 18 years of age or older to operate equipment and perform essential duties.

Essential Job Functions

The following duties represent the principal job duties, which will vary depending upon actual assignment and are not all-inclusive:

- Be punctual and dependable with regular attendance.
- Perform light to heavy manual labor and semi-skilled to skilled tasks to assist with removal of snow, trash and debris and/or construction, maintenance, replacement, and repair of City utilities (electrical lines, water lines, wastewater lines and streets).
- Safely operate a variety of equipment, vehicles, hand and power tools related to area of assignment.
- Maintain vehicles and equipment.
- Learn and effectively apply regulations, policies, and procedures related to area of assignment.
- Develop and retain records and prepare routine reports through written, oral and electronic means.
- Identify need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator, make referrals for appropriate treatment, or apply pesticides if Pesticide Applicator License is obtained.

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- Inspect and perform basic repair on all municipal equipment and make referrals for more extensive repairs.
- Load and unload supplies, tools, and equipment.
- Provide traffic control by setting up and removing signage, cones and barricades as appropriate to the job site.
- Pick up litter, trash and recycling as necessary from municipal locations.
- May provide training to seasonal staff.
- Use of computers and all related software.
- Input field data into the City's GIS software application (Beehive).
- Perform other job-related duties as required.

Wages, Hours and Benefits:

Full Time Employment, 40 hours per week, Monday through Friday, 7:30 am to 4:00 pm. Insurance, retirement, and other benefits available. City paid Holiday, Vacation, and Sick time off. Compensation Time bank benefit. Starting Wage \$13.00 to \$22.00 per hour, based on qualifications, education and experience.

License / Certification Preferences:

- Possess and maintain a valid Nebraska Driver license at time of hire and must be able to obtain and maintain a Nebraska Commercial Driver's License (CDL) upon successful completion of introductory employment period.
- Possess a State of Nebraska Journeyman Electrician License.
- Possess, or ability to obtain, a certification as a State of Nebraska Water Operator.
- Possess, or ability to obtain, a certification as a State of Nebraska Wastewater Operator.

Physical Requirements:

Heavy Lifting, 100 pounds	Occasional
Moderate Lifting, 50 pounds	Frequent
Light Lifting, 20 pounds	Frequent
Seeing	Adequate to perform essential functions
Hearing	Frequently perceive nature of sounds by ear
Speaking	Frequently express ideas by means of spoken words
Writing	Adequate to perform essential functions
Standing	Frequent
Walking	Moderate
Sitting	Occasional
Stooping/Bending	Frequent
Kneeling	Occasional
Eye/Hand/Foot Coordination	Frequent and necessary to operate equipment and tools
Climbing/Balancing	Occasional, climbs on inclines and uneven surfaces, balance required for utility repairs in high places

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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