

TITLE: Utility Person

DEPARTMENT/DIVISION: Public Works Department

REPORTS TO: Superintendant of Public Works

GRADE/UNION/WORK WEEK: M-43/Local 670 Municipal Union/40 hours

BASIC FUNCTION:

Under general supervision, performs a wide variety of skilled and semi-skilled maintenance work, and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs rough and finish carpentry, painting, plumbing, electrical and mechanical maintenance work on public buildings, facilities, and equipment. Repairs desk, tables, chairs, and other office furniture; repairs buildings, doors, windows, floors, constructs and installs partitions and shelves. Installs electric fixtures. Paints interiors and exteriors of public buildings. Does a variety of cement and masonry work. Repairs plumbing fixtures and replaces broken plumbing fixtures. Fit, lays and caulks water and sewer pipes. Performs a variety of tasks in connection with sewer cleaning and maintenance, including repairs at the sewer plant. May perform work independently or as a member of a maintenance crew, and may supervise helpers or other workers in the performance of related work.

TRAINING AND EXPERIENCE:

Graduation from common school and at least four (4) years experience in skilled and semi-skilled building and equipment maintenance work.

MINIMUM QUALIFICATIONS: CDL LICENSE IS REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of common hand tools used in building and equipment maintenance work, good knowledge of the carpentry, painting, plumbing and electrical trades. Skill in the use of tools; resourcefulness and ingenuity, mechanical ability.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISOR.

** For "new hires" as of 7-1-2011, duties will also include operation of bucket truck and chain saw work as needed.**

July 27, 2011