

**TITLE:** Maintenance Laborer (Non-exempt)  
**SUPERVISOR:** Maintenance Supervisor  
**SUPERVISES:** None

**Class Characteristics:**

Safety operate necessary equipment to complete assigned projects such as mowing, basic road repairs, snow removal, ditch/culvert repairs, carpentry, welding, masonry, excavation, etc. Projects may range from simple responses to citizen concerns to complex multi-craft installations. After project completion, complete a quality evaluation of the job and provide for proper clean-up of the project and the equipment/tools.

**General Duties/Responsibilities:**

- Have a knowledge of varied skills to safely complete assigned tasks
- Clean up project sites at the end of each shift and at the end of each project
- Be an active participant in the City's safety initiatives, including attending safety meetings, reviewing the safety needs of each assigned job prior to commencement of work and assisting in any accident or other safety investigation.
- Provide input to the department supervisor on improving the efficiency of the department
- Maintain a positive and respectful attitude when dealing with general public.
- Inspect City streets, creeks, sidewalks, etc.; keeping in mind how clean-up or maintenance can improve the look of the City.
- Ensure creeks, culverts and ditches are clear of debris that will cause flooding issues.
- May be required to use street sweeper
- Salt spreading and snow removal
- Ensure that brush/limbs are collected on Fridays according to the City of Benton brush policy.
- Maintain City street signs
- Keep tools, vehicles and equipment properly maintained and put away in proper area when not in use.
- May be required to spray pesticides (license required)
- Repair yards after water/sewer line work (once settled)
- Ability and knowledge to assist with water and sewer utilities: locate lines, install new service lines, repair leaks, etc.
- Report any identified unsafe conditions to the supervisor, including being assigned to work for when not properly licensed or trained.
- Other duties as needed

**Training and Experience:**

High School graduate or equivalent  
Heavy Equipment Operator recommended

**Certification/Licensing Requirements:**

Valid driver's license or CDL

**Special Knowledge, Skills and Abilities:**

- Thorough knowledge of the methods and equipment used in all public works activities
- Knowledge of OSHA regulations

**Additional Requirements:**

Instructions – Follow guidance of Maintenance Department Supervisor

Equipment – Large trucks/dump trucks, street sweeper, backhoe, tractor, mower, weed trimmer, chainsaw, hand tools, power tools, snow plow, salt spreader

Physical Requirements – light to heavy lifting will occur

Contacts – Frequent public and private contacts requiring tact and diplomacy

Mental Effort – Moderate

Interruptions – Moderate to Frequent

Availability – The department works from 7:00 A.M to 4:00 P.M. with an hour unpaid lunch. Working conditions will include having to be out in extreme weather as necessary. May be required to come in after hours, especially during extreme weather.

**Disclaimers:**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The City is an equal opportunity employer. It is the City’s policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran or family status, an individual’s status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. To request an accommodation, contact the City Clerk.

This position is at will and nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk or Mayor Signature

\_\_\_\_\_  
Date

