

# Maintenance Worker I – Utilities

City of Marysville

Water/Wastewater Department

## Position Summary

Under the supervision of the Water/Wastewater/Stormwater Supervisor, the Maintenance Worker I – Utilities is a non-exempt position. The employee in this position performs skilled and semi-skilled work in the repair of city water and sewer lines. The Maintenance Worker I – Utilities will use light and heavy equipment in the performance of duties.

## Essential Functions

- Operates light and heavy equipment;
- Performs maintenance on trucks and equipment;
- Assists in the maintenance and repair of city water/wastewater lines, laterals and service lines to property;
- Assists in meter and pit installations;
- Assists in servicing and maintaining of storm sewers;
- Turns water service on and off as necessary;
- Assists in plumbing and electrical repairs to facilities;
- Reads water meters.

## Marginal Functions

- Works with the other city departments;
- Other assigned duties as deemed necessary or as required.

## Supervisory Responsibilities

None.

## Required Education and Experience

High school diploma or general education degree (GED); and six months to one year of related experience and/or training; or equivalent combination of education and experience. Shall obtain Commercial Driver's License within a reasonable amount of time.

## Preferred Education and Experience

One year certificate from college or technical school; and six months related experience and/or training; or equivalent combination of education and experience.

## Specific Skills

**Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with customers and employees of the organization.

**Mathematical Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Skills** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Technical Skills** – Knowledge of plumbing, electrical repair and equipment maintenance. The limited ability to read maps and blueprints. The ability to operate hand tools, skid loader, backhoe, sewer rodder and other related department equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to walk; sit and climb or balance. The employee is occasionally required to taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

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

**Signature/Approval**

\_\_\_\_\_

*Employee*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Supervisor*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*City Administrator*

\_\_\_\_\_

*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*



**City of Marysville, KS**  
 209 N. 8<sup>th</sup> St. Marysville, KS 66508

**Employment Application**

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Emp *Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Pay: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been arrested? YES  NO  If Yes, explain below. Attached additional sheets to back.

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	

## Military Service

Branch:	_____	From:	_____	To:	_____
Rank at Discharge:	_____	Type of Discharge:	_____		
If other than honorable, explain:	_____				

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment Disclaimer and Signature

*Please read and understand this statement before signing your application:*

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reference Check

Employer	Person Contacted	Results
1		
2		
3		
4		

### Test Results

Test Administered	Raw Score	Rating	Analysis & Comments

### Interview Results

Interviewer Name & Comments