

**MAINTENANCE WORKER**  
**(Series I, II, III, IV)**  
**Range 16-19 (Non-Exempt)**

**JOB SUMMARY:** Under general supervision of the Public Works Director or their subordinates, the Maintenance Worker Series I, II, III, and IV perform a variety of daily tasks associated with maintenance for water distribution, sanitary sewer collection, drainage, street and park maintenance and other related duties, as required. This is a full-time position working Monday through Friday. Employees in all classes may be assigned to either the water, sewer, street, or parks maintenance crews and may be interchanged on crews depending on the needs of the assigned job or departments. Employees may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City. This position reports to the Public Works Director for the City of Jenks.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Install, repair, maintain, and replace water distribution system infrastructure.
- Install, repair, maintain, and replace sanitary sewer collection system infrastructure.
- Install, repair, maintain, and replaces storm water system infrastructure.
- Operate equipment to clean sewer and storm drain lines.
- Install, repair, maintain, and replace roadway system infrastructure.
- Install, repair, maintain, and replace traffic signage and marking infrastructure.
- Perform vegetation control services including; mowing parks, drainage ditches, rights-of-ways, retention ponds, etc. with various pieces of equipment (zero-turn mowers, trimmers, blowers, tractors, bush hogs, sickle bar mowers, etc.)
- Install, maintain, and replace tree infrastructure.
- Perform utility location services.
- Perform related duties as required.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES/KNOWLEDGE:**

- Knowledge of relevant statutes, ordinances, rules, policies, and procedures.
- Ability to be responsible for carrying out the mission of the City and the department, as well as for adherence to the City's and departmental organizational values and policies.
- Ability to properly operate a variety of light to medium equipment and perform normal adjustments, service and routine cleaning and maintenance.
- Ability to safely and properly operate various types of machinery, equipment and power/hand tools.
- Ability to climb vertically on a fixed ladder several times daily.
- Ability to perform in aerial lift for lights maintenance and tree maintenance.
- Ability to enter confined spaces, especially sanitary sewer manholes.
- Ability to accurately complete work orders and maintain records and related paperwork.
- Ability to read and interpret infrastructure design plans and drawings.
- Ability to effectively organize and administer a variety of tasks with conflicting priorities and varying complexities.
- Ability to make appropriate decisions with limited direction.
- Ability to respond to disagreeable situations in positive and productive manner.
- Ability to successfully follow verbal and written instructions efficiently and effectively.
- Ability to perform basic computer operations including internet training.
- Safely operate a motor vehicle and pull & park trailers for transportation purposes.
- Proficiency in time management of daily work schedules and assignments.
- Proficiency in use of communication instruments, such as telephone, fax machine, computer, and two-way radio equipment.
- Prompt and well organized.
- Desire to learn and grow in all areas pertaining to public works field operations.
- Has a good, positive attitude and a strong work ethic.

- Able to present information in a pleasant, customer service-oriented manner with positive results.
- Able to demonstrate a service-oriented attitude and impression in interactions with the public and co-workers.
- Able to perform effectively in a team or individual work environment.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- Graduation from an accredited high school or the equivalent. Prefer one (1) year heavy manual labor practices, methods, equipment and materials; prefer good knowledge used in the repair of small mechanical devices; and prefer good knowledge of safety rules, procedures, hazards and precautions of the work.
- Ability to perform manual labor over an extended period of time and in varying weather conditions; ability to lift weight related to maintenance operations, unassisted (to 80 pounds).
- Must have reliable transportation to and from work.
- Valid Oklahoma Driver's License.
- Insurable driving record.
- Must be respirator/self-contained breathing apparatus (SCBA) certifiable.
- Maintain any required certifications and licenses related to the position.
- Share standby and call back duties as required and live within 30 minutes of the facility.
- Must be able to see computer screens distinctly and distinguish color entries.
- Must speak clearly and distinctly in English and communicate effectively in transmitting information in person, or via radio and telephone.

**(Level I)**

Graduation from an accredited high school or the equivalent. Prefer one (1) year of construction, maintenance, vegetation control or public works field operations related experience. Ability to drive vehicles, properly operate machinery, equipment and power/hand tools. Possession of Oklahoma Class D driver's license. For those employees deemed to work in Water and Wastewater areas, an Oklahoma Department of Environmental Quality – Non-Certified Helper certification in Water and Wastewater must be obtained within 10 days of employment.

**(Level II)**

Same as Level I, plus at least one (1) year of experience in public works, construction, maintenance or vegetation control field operations beyond the basic maintenance worker level. For those employees deemed to work in Water and Wastewater areas, an Oklahoma Department of Environmental Quality – Temporary Technician certification in Water and Wastewater must be obtained within 10 days of employment and possess or obtain an Oklahoma Department of Environmental Quality Class D Water and Wastewater Operator licenses within six (6) months of employment.

**(Level III)**

Same as Level II, plus at least one (1) year of experience as II Level. Ability to lead work crews, by exhibiting the skills necessary to provide verbal direction and training to subordinate staff, being able to recognize, prioritize, and accomplish needed tasks with a teamwork approach, and minimal supervision. Demonstrated ability to properly operate, use and maintain vehicles and equipment, including a skid steer loader, tractor with attachments, asphalt roller, water truck, bucket truck, and snow & ice control equipment. Demonstrated ability to learn to operate, haul, use and maintain excavator equipment. Possess Oklahoma Class A Commercial driver's license. For those employees deemed to work in the Parks & Grounds area, an Oklahoma Department of Agriculture, Food & Forestry - Applicators Service Technician License in Right-of-Way and Ornamental and Turf Outdoor, must be obtained within six (6) months of employment.

**(Level IV)**

Same as Level III plus, One (1) year of experience as III Level. Demonstrated ability and proficiency to operate, haul, use and maintain all necessary equipment and some heavy equipment including excavators. Proven ability and experience to lead work crews. For those employees deemed to work in the Parks & Grounds area, an Oklahoma Department of Agriculture, Food & Forestry – Certified Applicator License in Right-of-Way and Ornamental and Turf Outdoor, must be obtained within six (6) months of employment.

\*Experience may be substituted for the initial education requirement if the experience is evaluated to contribute equal knowledge, ability and skills.

**WORKING ENVIRONMENT:**

The duties of the Maintenance Worker position will typically be performed outdoors and may be exposed to inclement weather. The employee may also come in contact with hazards associated with field operations.