

**CITY OF BARDSTOWN  
POSITION DESCRIPTION**

Class Title: Maintenance Operator III

Department: Public Works

Supervisor: Superintendent of Public Works

Supervises: None

Class Characteristics: Under supervision, performs semi-skilled and manual labor work activities in the construction, maintenance and cleanliness of City streets and roads, buildings and grounds, water distribution lines, and sewer collection lines; may be responsible for a crew in the absence of a higher authority; performs related work as required.

**GENERAL DUTIES AND RESPONSIBILITIES:**

Essential:

1. May be responsible for a crew in the absence of a higher authority.
2. Assists in the construction, maintenance and cleanliness of City streets, roads, water distribution lines, sewer collection lines, bridges, sidewalks, alleys, storm sewers, culverts, manholes, drainage ditches, street signs, barricades, etc.
3. Makes water taps.
4. Installs/repairs/replaces meters.
5. Operates vehicles and equipment.
6. Performs preventive maintenance duties on vehicles and equipment.
7. Cleans and properly stores equipment and tools after use. Mows grass, cuts trees and tree limbs.
8. Spreads gravel; cleans streets and roads; removes snow and ice from streets and sidewalks when necessary.
9. Cleans out storm sewers and catch basins; pours concrete; makes forms; makes, erects and/or repairs street signs as necessary.
10. Requisitions equipment, tools, supplies and materials.
11. May prepare required reports and records.
12. May assist other departments/divisions in construction, maintenance and cleanliness duties.

Non-essential: None.

**DESIRABLE QUALIFICATIONS:**

Training and Experience: Graduation from high school or equivalent supplanted by a minimum of five year's work experience.

## **SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

### Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in construction, maintenance and cleanliness of buildings, streets and roads, collection/distribution lines, and related infrastructure.
2. Knowledge of the geography of the City.
3. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
4. Abilities:
5. Ability to comply with established safety standards.
6. Ability to operate motorized equipment.
7. Ability to perform work activities involving carpentry, mechanics, plumbing, welding, pouring concrete, laying brick, etc.
8. Ability to detect mechanical problems and make minor repairs.
9. Ability to establish and maintain effective working relationships with officers, employees and the general public.
10. Possess mechanical aptitude, manual dexterity and good physical condition.

## **ADDITIONAL INFORMATION**

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is spot-checked as it is being completed.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Uses electric and manual tools assigned to the department; operate departmental vehicles; may operate motorized equipment assigned to the department.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; must lift objects weighing more than 25 pounds as a job requirement; must be able to operate departmental vehicles and equipment outdoors during all weather conditions. Exposed to fumes, chemicals, and toxic substances.

Contacts: Occasional contacts with the public and supervisors/employees from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid Class A commercial driver's license as a condition of employment in the class.

Availability: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess either Class III Water Distribution License or Class III Sewer Collection License issued by the Commonwealth of Kentucky at the time of appointment to the class; possession of both Licenses is preferred, but not required.

Additional Requirements: Must participate in city's drug and alcohol testing program in addition to the federally mandated drug and alcohol testing program required to maintain commercial driver's license.

Overtime Provision: Non-exempt.

